

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.



Correspondence **STYLE MANUAL**

U. S. DEPARTMENT OF AGRICULTURE
Office of Personnel, Division of Training
Administrative Series No. 2
Issued September 1944—Revised July 1949

FOREWORD

This Correspondence Style Manual will help us prepare prompt replies, correct in style and uniformly neat. Many thousands of letters leave the Department of Agriculture offices each day for the mail boxes of farm homes, industrial and commercial offices, and other Government agencies.

We serve the public in many ways through research, credit, forest and land management, inspection, and expert counsel. Attractive, accurate letters are a very important part of this service. Many citizens know us only through our letters. Therefore, every letter should make as good an impression as possible. Careful use of this manual will help create favorable reaction and will also save time in typing, routing, and filing.

This manual has been prepared in the Office of Personnel by a committee from the various agencies of the Department. This committee has worked with a large number of people who have made nearly one hundred suggestions for making this manual more useful to us. Any suggestions you may have for improving the manual will be appreciated by the committee.

Charles F. Brannan
Secretary of Agriculture

CONTENTS

	Page		Page
I. General information.....	1	IV. Address and salutation.....	12
Kind of paper.....	1	The address (letter and envelope).....	12
Letters.....	1	The salutation.....	12
Memorandums.....	1	Examples of address and salutation.....	13
Telegrams.....	1	President.....	13
Carbon copies.....	1	Vice President.....	13
Margins.....	1	Chief Justice.....	13
Style.....	1	Ambassadors.....	13
Spacing.....	1	Ministers.....	14
Indentions.....	1	Cabinet members.....	14
Quotations.....	1	Congress.....	14
Punctuation.....	1	Independent Government agencies.....	15
Paragraphing.....	1	Military.....	16
Second and subsequent page headings.....	1	State officials.....	17
Postscripts.....	1	Religious.....	17
Copies.....	4	Doctors and professors.....	18
Assembling.....	4	V. Memorandums.....	19
II. Letters.....	4	Kind of paper.....	19
Date.....	4	Copies.....	19
Special handling.....	4	Date.....	20
Address.....	4	Heading.....	20
Attention line.....	4	Body.....	20
In-care-of line.....	4	Signature.....	20
Salutation.....	4	Enclosures, attachments.....	20
Subject line.....	4	Identification of dictator and stenog-	20
Body of letter.....	4	pher.....	20
Spacing.....	4	Initialing.....	20
File reference.....	5	Assembling.....	20
Complimentary close.....	5	VI. Secretary's memorandums.....	20
Signature and title.....	5	Purpose.....	20
Enclosures, attachments.....	5	Paper.....	20
Identification of dictator and stenographer.....	5	Carbon copies.....	20
Initialing file copies.....	5	Date and number.....	20
Assembling.....	5	Heading.....	20
III. Secretary's correspondence.....	8	Body.....	20
Letters.....	8	Signature and title.....	20
Kind of paper.....	8	Information to be typed on carbon copies.....	20
Date.....	8	Explanatory memorandum.....	22
Reference slips and memorandums.....	8	Jacket.....	22
Salutation.....	8	Initialing and clearance.....	22
Body.....	8	VII. Administrative regulations.....	22
Complimentary close.....	8	VIII. Foreign correspondence.....	22
Signature.....	8	Classes of correspondence.....	22
Title.....	8	Correspondence with foreign govern-	22
Copies.....	8	ments and international governmental	22
Enclosures.....	8	organizations.....	22
Identification of dictator and stenog-	8	Correspondence with representatives of	22
rapher.....	8	foreign governments resident in the	22
Jackets.....	8	United States.....	22
Pink.....	8	Correspondence with the Department	22
Yellow.....	10	of State.....	22
Green.....	10	Letters to the Secretary of State.....	22
Arrangement of letter file.....	10	Memorandums.....	22
Rewritten letters.....	10	Dispatches.....	24
Distribution of correspondence.....	10	Airgrams.....	24
Initialing and clearance.....	10	Publications and documents.....	24
Returning enclosed letters.....	10	General instructions.....	24
Letters prepared for the signature of	10		
President.....	10		

	Page		Page
VIII. Foreign correspondence—Continued		XI. Telegrams—Continued	
General instructions—Continued		Style of writing—Continued	
Correspondence for dispatch by diplo-		Signature.....	31
matic pouch.....	24	Copies.....	31
Air pouch.....	24	Identification of dictator and stenog-	
Sea or overland pouch.....	25	rapher.....	31
Addresses.....	25	XII. Dockets.....	32
Copies.....	25	Purpose.....	32
Position of subscript.....	25	Instructions for preparation of documents	
Packages.....	25	for publication in the Federal Register	
IX. Territorial correspondence.....	25	Carbon copies.....	32
X. Mail.....	26	Form.....	32
Penalty mail—no postage required.....	26	Assembling docket.....	33
Nonpenalty mail—postage required.....	26	Dockets which contain documents which	
Mail over 4 pounds.....	26	are not published in the Federal Regis-	
Air mail.....	26	ter.....	33
Special delivery.....	26	References.....	34
Foreign mail.....	26	XIII. Legislative reports.....	34
Registered mail.....	26	XIV. Typographic style.....	35
Envelopes.....	27	Punctuation.....	35
Postal zone numbers.....	27	Period.....	35
Handling mail in Washington, D. C.....	27	Comma.....	35
Run-and-stop mail service.....	28	Semicolon.....	35
Chain envelopes.....	29	Colon.....	35
Additional information.....	29	Ellipses.....	35
XI. Telegrams.....	30	Apostrophe.....	36
Transmission of messages—Government		Parentheses.....	36
systems.....	30	Quotation marks.....	36
Western Union services.....	30	Numerals.....	36
Straight telegram.....	30	Capitalization.....	36
Serial.....	30	Abbreviations.....	37
Day letter.....	30	Word division.....	38
Night letter.....	30	Rough drafts.....	38
General instructions.....	30	Proofreader symbols.....	38
Style of writing.....	30	Underscoring.....	39
Address.....	30	Tabulations.....	39
Body.....	30	Copying.....	39
		XV. List of references.....	39

Illustrations

	Page		Page
Figure 1.—Letter placement chart.....	2	Figure 13.—Incoming airgram.....	24
Figure 2.—Assembling outgoing correspondence.....	3	Figure 14.—Envelope for use transmitting corres-	
Figure 3.—Set-up for letters.....	6	pondence via diplomatic pouch.....	25
Figure 4.—Heading for second and subsequent		Figure 15.—Special-delivery envelope, also penalty	
pages.....	7	clause and postal zone.....	26
Figure 5.—List of enclosures and file-copy nota-		Figure 16.—Air-mail envelope.....	27
tions.....	7	Figure 17.—Placement of "Attention" line (en-	
Figure 6.—Secretary's correspondence (blue seal		velope).....	27
letterhead).....	9	Figure 18.—Placement of "In-care-of" line (enve-	
Figure 7.—Assembling Secretary's outgoing corres-		lope).....	28
pondence.....	11	Figure 19.—Properly prepared mail order.....	28
Figure 8.—Forms of memorandums.....	19	Figure 20.—United States Government messenger	
Figure 9.—Secretary's memorandum.....	21	envelope.....	29
Figure 10.—Bureau reply to an informal memoran-		Figure 21.—Properly prepared telegram.....	31
dum from the Department of State.....	23	Figure 22.—Documents subject to codification.....	32
Figure 11.—Incoming dispatch for reply by the		Figure 23.—Notice of proposed rule making.....	33
Department of Agriculture.....	23	Figure 24.—Description of agency organization.....	34
Figure 12.—Bureau reply to incoming dispatch.....	23		

CORRESPONDENCE STYLE MANUAL

I. GENERAL INFORMATION

These instructions apply to all forms of correspondence—letters, memorandums, and telegrams. The exceptions are explained in specific sections.

All correspondence should be as brief as possible. However, it must be complete, clear, correct, and appropriate in tone. Avoid the use of the pronoun “I” so that assistants can sign mail.

KIND OF PAPER

Letters

Write all formal correspondence within Government in letter form; also, *all* correspondence going outside of Government. Use Blue Seal letterhead paper for letters signed by the Secretary or any member of his staff. The agencies have their own identifying letterhead paper. If the letter is more than one page long, make the additional pages on plain white bond paper.

Memorandums

Use the memorandum form (SF No. 64) for the first page of all other correspondence written *between* Government units. When the message is more than one page long, make the additional pages on paper of the same color.

Telegrams

Write the original on standard telegram form (SF No. 14A).

Carbon Copies

Use manifold paper for all carbon copies.

MARGINS

The finished letter should have a well-balanced appearance, like a nicely framed picture. Consider carefully the length of the message; then adjust the margins so that the letter is located properly on the page. Anything less than a 1-inch margin at the left, right and bottom of the page looks badly crowded. (See Letter Placement Chart, fig. 1.)

STYLE

Spacing

In letters and memorandums, use single spacing with double spacing between paragraphs. When the message is only one short paragraph, you may double space it. All other parts of the correspondence should be single-spaced, as usual. (See figs. 2 and 3.) Double space rough drafts, manuscripts, and the body of telegrams.

Indentations

Use block style in all forms of correspondence but indent a carry-over in an address or title two spaces. Example:

Mr. Harry M. Watson
Assistant Chief, Information and
Education Division

Block the complimentary close with the title. Exception: On the Secretary's letter indent the title 10 spaces. This indention allows for inserting Acting, Under, or Assistant, when necessary. Examples:

Very truly yours,

(5 spaces)

James E. Strode
Research Specialist

Sincerely yours,

(5 spaces)

----- Secretary
(10 spaces)

Quotations

Indent quotations inserted in the body of correspondence five spaces from the left and right margins. Block the left side. (Fig. 2.)

Punctuation

Use open punctuation in the address of letters and on envelopes. Use a colon after the salutation and a comma after the complimentary close.

Paragraphing

Do not begin a paragraph too near the bottom of a page. Have at least two lines on the first page, and not less than three lines to carry over to the next page. Never divide a word at the end of a page.

SECOND AND SUBSEQUENT PAGE HEADINGS

Type the following notation on second and succeeding pages, about 1½ inches from the top of the paper and flush with the left margin: page number, hyphen, name of addressee, hyphen, and the date. Example: 2—Mr. A. G. Matson—7-5-49. Omit the date when the original is not dated at the time of writing. Continue the letter three or four spaces below this heading. (Fig. 4.)

POSTSCRIPTS

The signer of the correspondence may add a handwritten postscript to the original. You need not rewrite the correspondence but type the

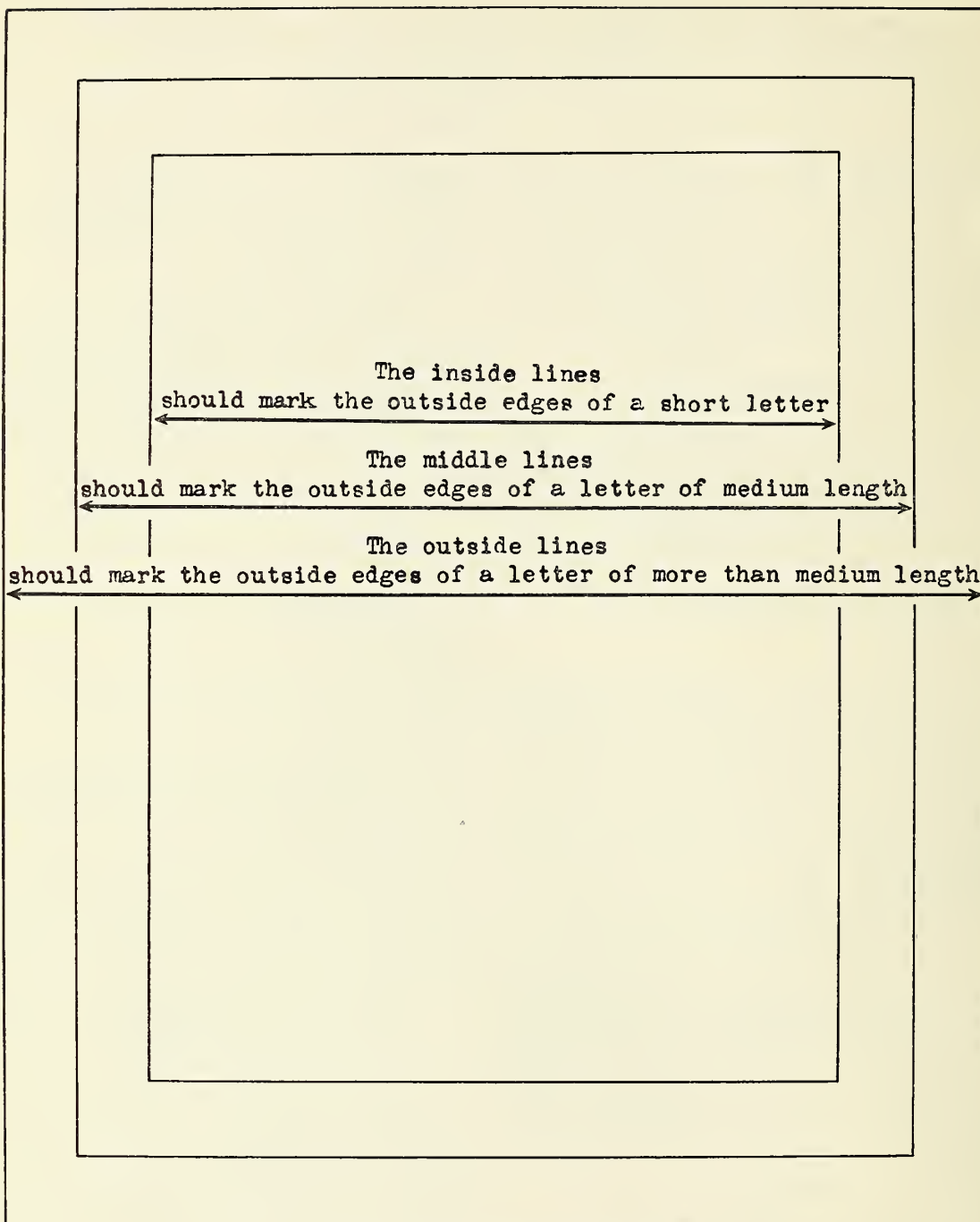


Figure 1.—Letter Placement Chart.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON 25, D. C.

June 2, 1949

Mr. John Doe
2409 Broadway
Louisville 4, Kentucky

Dear Mr. Doe:

We are enclosing a copy of our Correspondence Style Manual. It has been completely rewritten during the past few months. You will find several changes in our instructions. Your stenographers and typists should study it carefully.

The following quotations explain some of the changes:

⁵spaces Indent quotations inserted in the body of the correspondence ⁵spaces
five spaces from the left and right margins. Block
the left side.

Some correspondence will be more than one page in length. Type the following notation on each page about 1½ inches from the top of the paper flush with the left margin: page number, hyphen, name of addressee, hyphen and the date. Example: 2-Mr. A. C. Watson-7-4-48. Omit the date when the original is not dated at the time of writing. Continue the letter 3 or 4 spaces below this heading.

Sincerely yours,

5 spaces

Paul L. Blank, Chief
Training Section

Enclosure

*List of persons to whom copies are sent
should not be listed on original.*

Outgoing letter

Enclosure

Envelope

CC: George Cowen, SRRL

Copy for person other than addressee

Envelope for copy

CC: George Cowen, SRRL

PLBlank:JD
6-2-49

Copy to be initialed

Other file copies

Incoming letter

Previous correspondence

Figure 2.—Assembling outgoing correspondence.

postscript on all file copies, with his initials immediately beneath. Example:

P. S. Do you agree with this policy?
EFC

COPIES

Prepare extra white manifold copies of letters going to Members of Congress, heads of all executive departments, independent Government establishments, and the Secretary. See "Copies" under Secretary's Correspondence (Page 8.)

Copies for Other Persons. Make the copies you send to other persons on white manifold paper. List the names and agencies to whom other copies are sent on all carbon copies. Put the symbol "cc:" flush with the left margin two

spaces below enclosure or the title line (whichever is last). (Fig. 2.) Example:

cc: George Smith, BAE
William Parker, FS

ASSEMBLING

Assemble the correspondence and *clip* it together securely, as follows: (Fig. 2.)

Outgoing letter, telegram, or memorandum
Duplicate copy, if required
Enclosures
Envelope (address up, lengthwise at left side of file)
Carbon copies for persons other than addressee
Envelopes for copies
Copy to be initialed
Other file copies (with copies of enclosures, if required)
Incoming letter and enclosures
Previous correspondence (attached, if not too bulky)

II. LETTERS

DATE

Type the date about two spaces to the right of the center of the page. The length of the letter will determine the number of spaces from the top of the page. Write the name of the month in full, and the day in figures without st, nd, or th.

Omit the date on letters prepared for the signature of the Secretary, or in other cases where there may be some delay in mailing. In these instances, type the date of preparation on the file copies. See section on "Identification of Dictator and Stenographer" (Page 5.)

SPECIAL HANDLING

Type in capital letters any instructions for special handling, such as: SPECIAL DELIVERY, AIR MAIL, REGISTERED MAIL, and CONFIDENTIAL. Place these two spaces below the date line flush with the left margin. This is two spaces above the address. (Fig. 3.)

On an envelope, type these instructions two spaces above and to the right of the address. (See fig. 15, p. 26.)

ADDRESS

Type the address four spaces below the date line flush with the left margin. Use single spacing. Write the city and State on the same line; do not abbreviate "street," "avenue," or the name of the State. When it is necessary to break a line, indent the carry-over two spaces. Example:

Mr. N. B. Smith
Chief, Regional Budget and
Finance Division
Forest Service
Lincoln 5, Nebraska

ATTENTION LINE

Attention lines are not recommended. When they are required, type "Attention: Mr. (full

name)" two spaces below the address and two spaces above the salutation, flush with the left margin. Example:

Blank Typewriter Company
2106 F Street, N. W.
Washington 4, D. C.
Attention: Mr. Roy D. Thomas
Gentlemen:

IN-CARE-OF LINE

An "In-care-of" line is seldom necessary, but there may be times when you will need to use it in order to assure correct delivery of the correspondence. The following form is suggested:

Mr. John A. Jones
c/o Personnel Office
Soil Conservation Service
Manhattan, Kansas

SALUTATION

Begin the salutation two spaces below the address flush with the left margin. Ordinarily, you will say "Dear Mr. (last name)," "Dear Miss (last name)," or "Dear Mrs. (last name)." For others, see "Address and Salutation" (Page 12.)

SUBJECT LINE

When it is necessary to use a subject line on a letter, place it two spaces below the salutation flush with the left margin. Example:

Dear Mr. Jones:
Subject: Reduction in Force

BODY OF THE LETTER

Spacing

Begin the body two spaces below the salutation, or subject line, flush with the left margin. Use single spacing with double spacing between paragraphs.

File Reference

The writer may request that you refer to a file number in your reply. You may treat this as a subject line or include it in the acknowledgment sentence of the letter.

COMPLIMENTARY CLOSE

Place the complimentary close two spaces below the last line of the body of the letter. Begin typing about two spaces to the right of the center of the page. *Very truly yours* or *Sincerely yours* is used, according to choice or to fit the type of letter.

SIGNATURE AND TITLE

When the name of the person signing is typed on the letter, place it five spaces below the complimentary close. Put the title on the next line. When the name is not typed on the letter, place the title 5 spaces below the complimentary close. The signature and title are always blocked with the complimentary close. Exception: On letters for the signature of the Secretary indent the title "Secretary" 10 spaces (fig. 6).

When you are authorized to sign an official letter, there are two forms from which you may choose. If you are not officially a secretary, use the second form.

1. Type your name as the signer and below it put "Secretary to Mr. (your chief's name)." Include his title. Example:

Very truly yours,
5 spaces (Sign your name)

Mary C. Hughes
Secretary to Mr. Cloe
Chief, Information Division

2. Type the letter exactly as if he were going to sign it. Then sign his name but immediately below write your initials. Example:

Very truly yours,
5 spaces (Sign his name, and your initial)

John H. Cloe
Chief, Information Division

ENCLOSURES—ATTACHMENTS

When you have an enclosure or attachment, type the word "Enclosure" or "Attachment" two spaces below the title flush with the left margin. Put this on all copies including the original. If you have more than one enclosure, use the plural form and specify the number.

Example: Enclosures—4 List the enclosures or attachments on the file copies if necessary (fig. 5).

IDENTIFICATION OF DICTATOR AND STENOGRAPHER

1. Do not type this identification on the original letter or on any outgoing copies. Show reference initials on all the file copies, flush with the left margin and two spaces below the title, enclosure or cc: (whichever is last).

2. Letters mailed on the day of preparation may show only the name of the dictator and the stenographer's initials.

WHJohnson:ES

3. When there may be some delay in getting the letter signed, show the date of preparation.

WHJohnson:ES
7-10-49

4. A letter may be rewritten in another office in your agency. The file copies of the rewritten letter should show the names of each dictator.

WHJohnson:MTKnight:KG

5. When you prepare a letter for signature in another agency, identify your agency and the jacket number (when there is one).

SCS
WHJohnson:ES
7-10-49
4321

6. The letter in "5" may be rewritten instead of signed. Cancel the first letter by marking diagonally through the initialed file copy. Attach this canceled copy to the file copy of the new letter. On the file copies of the rewritten letter, show:

Originated in SCS-7-10-49
Initialed by BAC, LMO, CRT
Rewritten in FS-WDSmith:NW
7-14-49
4321

On letters for the signature of the Secretary, place the canceled salmon copy as well as the canceled agency copy immediately beneath the new salmon copy. Attach also the original of the first letter if it shows the revisions.

INITIALING FILE COPIES

One file copy of every letter should be initialed by the dictator and by others required to initial it before signature. These initials should appear on the left near the typed initials. A letter for the signature of the Secretary should be initialed by the chief of the originating agency in the *lower right corner* of the salmon copy.

ASSEMBLING

Assemble the letter, and *clip* it together securely as shown under General Information (fig. 2).

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

IN YOUR REPLY REFER TO
FILE:

----- June 15, 1949

2 spaces ↑ AIR MAIL--SPECIAL DELIVERY 4 spaces ↓

↑ Mr. J. C. Blank, Chief ----- ↓

↑ Training Division

Indent 2 spaces Bureau of Foreign and Domestic

for carry-over → Commerce

2 spaces ↑ San Francisco 8, California

2 spaces ↑ Dear Mr. Blank:

2 spaces ↑ We are enclosing a copy of the Department of Agriculture Correspondence Style Manual as requested in your letter of June 12, 1949.

2 spaces ↑ Since you are interested in letter set-up, please notice the markings on this letter. This letter shows the set-up for the average letter written in the Department. We try to make our letters have a "framed" appearance on the page. To do this, we adjust the margins to the length of the message. Notice the special mailing instructions two spaces above the inside address. Two spaces also separate the salutation and the complimentary close from the body of the letter. Block the signature and title with the close.

You may be interested in two other publications which we are enclosing. -----

2 spaces ↑ Sincerely yours,

5 spaces ↓

Paul C. Cloe, Chief

Information Division

2 spaces ↑ -----

Enclosures - 3

Figure 3.—Set-up for letters.

1 1/2 inch

2-Mr. J. C. Blank-6-15-49

3 or 4 spaces

Do not begin a paragraph too near the bottom of a page. Have at least two lines on the first page, and not less than three lines to carry over to the next page. Never divide a word at the end of a page.

Very truly yours,

Mary J. Doe
Secretary to Mr. Cloe
Chief, Information Division

Figure 4.—Heading for second and subsequent pages.

Sincerely yours,

Paul C. Cloe, Chief
Information Division

Enclosures-3

Correspondence Style Manual

Easier Typing

Telephone Manners

List enclosures

PCCloe:MJD

6-15-49

Dictator and stenographer

File copy

Figure 5.—List of enclosures and file-copy notations.

III. SECRETARY'S CORRESPONDENCE

LETTERS

Prepare letters for the signature of the Secretary and his staff in accordance with the instructions given under General Information and Letters. There are certain exceptions:

Kind of Paper

Use Blue Seal letterhead. (When the Director of Finance, the Director of Personnel, or the Chief, Office of Plant and Operations signs correspondence as a member of the Secretary's Staff, use Blue Seal letterhead.)

Date

Do not date the letter at the time of preparation. Type the preparation date under the identification of dictator and stenographer on the salmon and all other file copies. The actual date of dispatch will be placed on the letter by the Secretary's Records Section after signature and before mailing.

Reference Slips and Memorandums

Reference slips and memorandums transmitting letters should be called *letters* in replies. Do not quote the date of *enclosures* in replies if possible.

Salutation

Follow instructions on jacket if special salutation is requested. See page 12 for others.

Body

Type the body two spaces below the salutation. Use block form and single spacing, with double spacing between paragraphs.

Complimentary Close

Use "*Sincerely yours*" or "*Very truly yours*" in letters for the Secretary's signature. Exceptions: In letters addressed to the President or Members of the Supreme Court, use "*Respectfully yours*." Place the complimentary close slightly to the right of the center of the page and two spaces below the last line of the body (Fig. 6). Follow the complimentary close with a comma.

Signature

1. *Letters originating in the Department.*—Prepare for the signature of the Secretary letters on matters of policy or questions of considerable importance, which are addressed to the heads of other departments, independent establishments, or other Government agencies. Prepare letters on routine matters for the signature of an appropriate staff member.

2. *Replies to letters from other agencies.*—Prepare replies to other executive departments, independent establishments, or other Government agencies, for the signature of the official indicated on the jacket. If a letter is received from the acting head or assistant head of any department, the reply is generally addressed to the head of that department.

Title

Type the title "*Secretary*" 5 spaces below and 10 spaces to the right of the complimentary close. This allows for the insertion of the words "Acting," "Under," or "Assistant" when necessary (Fig. 6).

Copies

Accompany all letters for the signature of the Secretary or members of his staff with one salmon and two white carbon copies. One of these white copies will be stamped and returned to your agency with the incoming correspondence. Make the extra copies that are needed for your agency files.

In addition, extra carbon copies of letters addressed to the following officials and offices should be provided on plain white paper without file notations or initials:

	<i>Extra copies</i>
Heads of other Government agencies.....	1
Senators and Representatives.....	1
White House.....	1
Joint Committee on Printing.....	1
Senate Committee on Agriculture and Forestry.....	2
House Committee on Agriculture.....	2
House Committee on Public Lands.....	2
Chairman of the committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation.....	4
The Bureau of the Budget transmitting recommendations for appropriations or reports or recommendations on legislative bills.....	3
The Comptroller General.....	3

Enclosures

Submit enclosures (except publications, circulars, or other reference or printed material) in sufficient numbers to provide a copy for each outgoing copy of the letter and one copy for filing in the Secretary's Records Section.

Do not use copies of letters or telegrams prepared for the Secretary's signature as enclosures or refer to them in communications *until* a copy bearing the date of dispatch and evidence of signature is provided by the Secretary's Records Section.

Identification of Dictator and Stenographer

Use the position and style as shown on page 5.

JACKETS

A jacket should be the cover sheet of a letter throughout its movement within the Department to signal Secretary's correspondence.

Pink

A *Pink Jacket* (Form No. P&O-38, Revised 4-48) is prepared by Secretary's Records Section and used as a cover sheet for incoming letters referred to the agencies for preparation of a reply. Fill out the "Memorandum of Action" on the jacket when the reply has been prepared. If the letter is referred to another office, make a report of referral



DEPARTMENT OF AGRICULTURE
WASHINGTON

(No date)

Stenographers and Typists
Agencies and Offices
U. S. Department of Agriculture
Everywhere, USDA

Mesdames:

This is an example of a letter prepared for the signature of the Secretary of Agriculture. Use Blue Seal letterhead, such as this, for all letters which are to be signed by the Secretary or a member of his staff.

Do not date the letter at the time of preparation but type the date of preparation under the reference initials on the salmon and on all file copies. The letter will be dated by the Secretary's Records Section after signature and before mailing. Type the complimentary close two spaces below the body and two spaces to the right of the center of the page.

Type the title "Secretary" five spaces below the close. Indent the title ten spaces to allow for the insertion of "Acting," "Under," or "Assistant" when the letter is signed by someone other than the Secretary.

Accompany letters for the signature of the Secretary by one salmon and two white carbon copies. One of these white copies will be stamped and returned to the originating agency.

Sincerely yours,

(Indent 10 spaces) - - - - - Secretary

Figure 6.—Secretary's correspondence (blue seal letterhead).

to the agency official responsible for Secretary's correspondence so that the file may be easily located.

Yellow

A *Yellow Jacket* (P&O Form No. 105) is prepared by Secretary's Records Section and used by the Division of Legislative Reports, Office of Budget and Finance, in referring requests for reports on proposed legislation to the appropriate agencies for preparation of replies. Detailed requirements on the handling of these "legislative reports" are contained in Title 6, chapter 7 of the Administrative Regulations.

Green

A *Green Jacket* (Form No. AD-114) is prepared in the agency originating letters for the signature of the Secretary. This green jacket should accompany the letter to signal Secretary's correspondence. Fill out the six blanks beginning with "Letter to" and ending with "Initials of stenographer." The subject should identify the letter, include the name of the addressee, date of letter to which reply is made (if any), and other essential information.

ARRANGEMENT OF LETTER FILE

Before a proposed letter is transmitted for signature, the file should be arranged (fig. 7) as follows:

- Jacket
- Outgoing letter (and extra copies, if required)
- Enclosures
- Envelope (lengthwise, address side up, flush top with left side of the paper)
- Carbon copies for persons other than addressee
- Envelopes (arranged as above)
- Salmon copy
- Salmon copy of original draft (if letter has been rewritten)
- White file copies
- Copies of enclosures (if any)
- Incoming letter and attachments
- Previous correspondence

The entire file should be *clipped* together securely.

REWRITTEN LETTERS

If a letter prepared in one agency is rewritten in another agency, accompany the rewritten letter with the initialed salmon copy of the original draft, canceled in pencil. The salmon copy of the rewritten letter should be initialed on the last page by the chief, acting chief, or designated official of the agency in which the letter was rewritten. All file copies, salmon and white, should have the following reference information typed in the lower left corner:

Originated in	(agency)	(date)
Initialed by	-----	-----
Rewritten in	(agency)	(name of person rewriting)
	(date)	
P. J. or G. J	(No.)	

DISTRIBUTION OF CORRESPONDENCE

Attach all notes or memorandums relating to the distribution of the correspondence after signature to the salmon copy of the outgoing letter.

INITIALING AND CLEARANCE

The initials of the chief, acting chief, or designated official of the agency or office in which letters are prepared should be written in ink in the lower right corner on the last page of the salmon copy. Others to whom the letter may be referred for clearance or information should initial in the same place. Employees within an agency whose duty it is to approve letters should initial in accordance with the agency system, but only the initials of the chief, acting chief, or designated officials should appear on the salmon copy.

Submit all letters to the *Comptroller General* to the Office of the Solicitor and the Office of Budget and Finance for initialing before submitting for signature.

Refer replies to requests for reports on proposed legislation through the Secretary's Records Section to the Office of Budget and Finance for transmission to the Bureau of the Budget before being finally transmitted to Congress. See Legislative Reports, page 34.

RETURNING ENCLOSED LETTERS

Always return letters which are addressed to Members of Congress, the White House, or the Executive Office of the President to their offices with the reply. The same is true for correspondence from executive departments and independent Government establishments which is referred or transmitted to the Department for information. Also return letters transmitted by other correspondents if requested or when it is obvious that such action should be taken. When the Secretary's Records Section has attached a note indicating that a copy of the incoming correspondence has been made, it is not necessary for the agency to make copies unless it is essential to have a duplicate file in the agency. Copies are *not* required by the Secretary's Records Section.

LETTERS PREPARED FOR THE SIGNATURE OF THE PRESIDENT

Instructions for the preparation of letters for signature of the President are similar to the instructions for the preparation of letters for the signature of the Secretary. *Exceptions:* (1) Use plain white bond paper instead of letterhead for the original; (2) Provide two extra white carbon copies in accordance with White House requirements; (3) Omit the complimentary close and title. The draft should have a subject heading identifying the letter it answers. Accompany the suggested draft with a letter of transmittal prepared for the signature of the Secretary.

970 DATE: 4-11-49

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

FROM: STATE DEPT., JAMES E. WEBB

SECRETARIAL CORRESPONDENCE
PROMPT ATTENTION REQUIRED

(1) This jacket accompanied by the attached correspondence and a reply SHOULD BE RETURNED TO THE SECRETARY'S RECORDS WITHIN THREE DAYS from date of reference.

(2) If a complete reply cannot be made by the date indicated, ACKNOWLEDGEMENT OF THE RECEIPT of the letter should be prepared IMMEDIATELY for the signature of the officer indicated, including a statement to the correspondent as to when the complete reply may be expected.

(3) In accordance with Administrative Regulations 1 AR 611b, if neither a complete reply nor an acknowledgement can be prepared WITHIN THREE DAYS information as to the reasons for delay should be furnished the SECRETARY'S RECORDS by calling Branch 4163.

(4) This jacket should not be detached but should remain on top of correspondence at all times. Under "Memorandum of Action" below, the blank spaces should be filled in.

SUMMARY: ENC NOTE REQUESTS AMENDMENT TO PRESENT U.S. REGULATIONS SO AS TO PERMIT IMPORTATION OF FRESH, CHILLED & FROZEN MEAT FROM ISLAND OF TIERRA DEL FUEGO.

REFERRED FOR SIGNATURE: SECY
TO: ARA DATE 4-12-49

Charles F. Brannan
Secretary of Agriculture

MEMORANDUM OF ACTION

Prepared in Bureau (Office) of Animal Industry DATE 5-6-49

Rewritten in Bureau (Office) of _____ DATE _____

Name of Dictator: M. R. Clarkson Ext. No. 3857 Initials of Stenographer: MN

THE INITIAL COPY OF ORIGINAL DRAFT CANCELLED IN LEAD PENCIL SHOULD ACCOMPANY FILE

Remarks:

P&O 38 (Rev. 4-48)

Pink jacket

Outgoing letter

*Enclosures
Duplicote copy if necessary*

UNITED

Envelope

Copy for person other than addressee

UNITED

Envelope for copy

Solmon colored copy

Other carbon copies

Incoming letter and attachments

Previous correspondence

*Preparing agency
should fill in*

*Use for any special
instructions*

Figure 7.—Assembling Secretary's outgoing correspondence.

IV. ADDRESS AND SALUTATION

The examples of address and salutation in the following pages conform to the style preferred in this Department, but are not the only acceptable usage. Occasional variations may be more suitable. However, in the interest of uniformity and for the assurance of good form, we advise close observance of the style illustrated.

THE ADDRESS—(LETTER AND ENVELOPE)

Single space the letter address, each line flush with the left margin, except carry-overs, which are indented two spaces. A title may be placed on the line with the name or on the next line.

Hon. (full name), Chairman
Committee on Agriculture
and Forestry
United States Senate

Mr. (full name)
Secretary to the late
Hon. (full name)
United States Senate

Write the city and State on the same line and without abbreviation: Syracuse 2, New York; Washington 25, D. C. Although Washington 25, D. C. appears in the envelope address examples, it is intended principally for mail from the field into Washington. The name of the city and postal zone are not needed on either the letter or the envelope of inter-agency mail in Washington. Government mail in Washington is delivered by the Official Mail and Messenger Service. (See page 28.)

The President, his Cabinet, the Vice President, and sometimes the Chief Justice are addressed by title only. In all other letters use the name of the addressee if known.

Honorable or *Hon.* is used with the full name in addressing Federal, State, and city officials. If preceded by *the*, *Honorable* should always be spelled out. The same rule applies to other adjective titles such as *Reverend*. References in text are preferably *Mr. Blank*, not *the Honorable Mr. Blank*, not *the Reverend Mr. Blank*. These forms are correct but too formal. *Honorable Blank* and *Reverend Blank* are incorrect.

When answering a letter signed by more than one person, address the first person who signed and state in the first paragraph that the reply is intended also for the others. If practicable, carbon copies may be provided for all. When acknowledging a petition or resolution, address the proper officer or the first person who signed and refer to the signature by "several others" or by "75 or more farmers in your locality."

There is no set rule for addressing a letter in reply to one signed by two officials of equally high rank. An original copy should be provided for each in any case. Sometimes the letter may be addressed jointly to them in the order of their

signatures and the salutation "Gentlemen" used. If this appears clumsy, address the identical reply to each with a statement in the opening paragraph that the same reply is also being made to the other signer.

Write the name of a firm or corporation according to the company's usage even if it includes abbreviations and the ampersand (&).

Do not use a title and degree that mean the same, as Dr. A. W. Blank, M. D.

If there is doubt whether the correspondent is a man or a woman, use the masculine form of address. If the marital status of a woman is not known, use *Miss*. The term "Chairman" is used for both men and women.

See examples for addressing officers and men and women in military service. Print or type on the envelope every available detail of the address.

Do not abbreviate titles such as Major General or Rear Admiral when used with the surname alone. They may be abbreviated with the full name. Chaplains are addressed *Chaplain* regardless of rank.

Address *The Officer in Command*, *The Commanding Officer*, or *The Commandant* if in doubt about the correct name or rank of the commanding officer. The salutation would be *Dear Sir*.

THE SALUTATION

Place the salutation flush with the left margin, two spaces below the address and two spaces above the body of the letter, followed by a colon. Unless a special salutation is requested, use *Dear Mr. Blank* for an individual and *Gentlemen* for a firm or group. *Dear Sir* is used when the name is not known. My dear Mr. Blank, My dear Mr. Mayor, and Sir are formal salutations in this country. The title alone may be used for a prominent official, as *Dear Mr. Comptroller General* or *Dear Mr. Commissioner*.

All titles used in the salutation or with the surname alone are spelled in full, except *Mr.* and *Dr.*

The salutation for an *Acting Governor* or the *Lieutenant Governor* of a State is *Dear Governor Blank*.

The salutation for a letter addressed to more than one person is *Gentlemen*, *Mesdames*, *Ladies*, *Dear Mr. and Mrs. Blank*, or whatever is appropriate.

For salutations to men and women in the military services, use *Mr.*, *Miss*, or *Mrs.* below Second Lieutenant (Army, Marine Corps, and Air Force) and below Commander (Navy and Coast Guard). In salutations for military titles of two words, such as Major General or Rear Admiral, drop the modifying word and spell in full. The salutation for a chaplain is *Dear Chaplain Blank*.

EXAMPLES OF ADDRESS AND SALUTATION

ADDRESSEE	LETTER ADDRESS AND SALUTATION	ENVELOPE ADDRESS
The President	The President The White House Dear Mr. President:	The President The White House Washington 25, D. C.
Wife of the President	Mrs. (The President's name) The White House Dear Mrs. (surname):	Mrs. (The President's Name) The White House Washington 25, D. C.
Secretary to the President	Hon. (full name) Secretary to the President The White House Dear Mr. (surname):	Hon. (full name) Secretary to the President The White House Washington 25, D. C.
The Vice President	The Vice President United States Senate Dear Mr. Vice President:	The Vice President United States Senate Washington 25, D. C.
The President of the Senate	The President of the Senate United States Senate Dear Mr. President: (Both examples may use the Vice President's name or <i>The Honorable</i> on the line above the title.)	The President of the Senate United States Senate Washington 25, D. C.
The President pro tempore	Hon. (full name) President pro tempore United States Senate Dear Mr. President: or Dear Senator (surname):	Hon. (full name) President pro tempore United States Senate Washington 25, D. C.
The Chief Justice	Hon. (full name) Chief Justice of the United States The Supreme Court Dear Mr. Chief Justice: or The Honorable The Chief Justice of the United States The Supreme Court Dear Mr. Chief Justice:	Hon. (full name) The Chief Justice The Supreme Court Washington 25, D. C. The Chief Justice The Supreme Court Washington 25, D. C.
Associate Justice	Hon. (full name) Associate Justice The Supreme Court Dear Mr. Justice: or Mr. Justice (surname) The Supreme Court Dear Mr. Justice:	Hon. (full name) Associate Justice The Supreme Court Washington 25, D. C. Mr. Justice (surname) The Supreme Court Washington 25, D. C.
American Ambassador	Via Diplomatic Air Pouch Hon. (full name) The American Ambassador* London, England Dear Mr. Ambassador:	Same as letter

*See Foreign Correspondence, p. 24, for general instruction. Call the Office of Foreign Agricultural Relations for specific instructions on such current information as proper titles.

ADDRESSEE	LETTER ADDRESS AND SALUTATION	ENVELOPE ADDRESS
American Minister	Via Diplomatic Pouch Hon. (full name) The American Minister Dublin, Ireland Dear Mr. Minister: or Dear Mr. (surname):	Same as letter
British Ambassador in Washington	The Right Honorable Sir (full name) British Ambassador Dear Mr. Ambassador:	The Right Honorable Sir (full name) British Ambassador Washington, D. C.
Minister in Washington	Hon. (full name) Minister of (country) (street address of legation) Washington —, D. C. Dear Mr. Minister: (The salutation for a woman minister is Dear Madam Minister:)	Same as letter
Secretary of State	The Honorable The Secretary of State Dear Mr. Secretary:	The Secretary of State Washington 25, D. C.
Secretary of Defense	The Honorable The Secretary of Defense Dear Mr. Secretary:	The Secretary of Defense Washington 25, D. C.
Secretary of the Army	The Honorable The Secretary of the Army Dear Mr. Secretary:	The Secretary of the Army Washington 25, D. C.
Secretary of the Navy	The Honorable The Secretary of the Navy Dear Mr. Secretary:	The Secretary of the Navy Washington 25, D. C.
Secretary of the Air Force	The Honorable The Secretary of the Air Force Dear Mr. Secretary:	The Secretary of the Air Force Washington 25, D. C.
Attorney General	The Honorable The Attorney General Dear Mr. Attorney General: (Same form of salutation for Postmaster General. The salutation for a woman Secretary is Dear Madam Secretary.)	The Attorney General Washington 25, D. C.
The Senate President	See Vice President	
Secretary of the Senate	Hon. (full name) Secretary of the Senate United States Senate Dear Mr. (surname):	Hon. (full name) Secretary of the Senate Washington 25, D. C.
Senator (in Washington)	Hon. (full name) United States Senate Dear Senator (surname):	Hon. (full name) United States Senate Washington 25, D. C.
Senator (at home)	Hon. (full name) United States Senator Marlin, Texas Dear Senator (surname):	Hon. (full name) United States Senator Marlin, Texas
Chairman of Committee	Hon. (full name), Chairman (Name of committee) United States Senate Dear Senator (surname):	Hon. (full name), Chairman (name of committee) United States Senate Washington 25, D. C.

ADDRESSEE	LETTER ADDRESS AND SALUTATION	ENVELOPE ADDRESS
Federal Reserve	Hon. (full name) Chairman (or Member), Board of Governors Federal Reserve System Dear Mr. Chairman: or Dear Mr. (surname):	Hon. (full name) Federal Reserve Board Washington 25, D. C.
F. A. O.	Hon. (full name), Director-General, Food and Agriculture Organization of the United Nations Washington 25, D. C. Dear Mr. (surname):	Hon. (full name, title) Food and Agriculture Organization of the United Nations. Washington 25, D. C.
Government Printing Office	Hon. (full name) The Public Printer Government Printing Office Dear Mr. (surname):	Hon. (full name) The Public Printer Government Printing Office Washington 25, D. C.
Internal Revenue	Hon. (full name) Commissioner of Internal Revenue Dear Mr. (surname): or Dear Mr. Commissioner:	Hon. (full name) Commissioner of Internal Revenue Washington 25, D. C.
Library of Congress	Hon. (full name) Librarian of Congress Dear Mr. or Dear Dr. (surname):	Hon. (full name) Librarian of Congress Washington 25, D. C.
Pan American Union	Hon. (full name) Director General of the Pan American Union Dear Mr. (surname):	Hon. (full name) Director General of the Pan American Union Washington 6, D. C.
Selective Service	Major General (full name) Director, Selective Service System Dear General (surname):	Major General (full name) Director, Selective Service National Headquarters Washington 25, D. C.
United Nations	Hon. (full name) Secretary General of the United Nations Lake Success, New York Dear Mr. Secretary General:	Same as letter
UNESCO	Hon. (full name), Director-General United Nations Educational, Scientific, and Cultural Organization Lake Success, New York Dear Mr. (surname):	Same as letter
Veterans' Administration	Hon. (full name) Administrator of Veterans' Affairs Veterans' Administration Dear Mr. or General (surname):	Hon. (full name), Administrator Veterans' Administration Washington 25, D. C.
General	General (full name) Commandant, The Marine Corps Dear General (surname):	General (full name) Commandant, The Marine Corps Headquarters, U. S. M. C. Washington 25, D. C.
Admiral	Admiral (full name) Commandant, The Coast Guard Dear Admiral (surname):	Admiral (full name) Commandant, The Coast Guard Washington 25, D. C.
Major General	Major General (full name) The Adjutant General Department of the Army Dear General (surname):	Maj. Gen. (full name) The Adjutant General Department of the Army Washington 25, D. C.

ADDRESSEE	LETTER ADDRESS AND SALUTATION	ENVELOPE ADDRESS
Colonel WAC	Colonel (full name) Director, Women's Army Corps Department of the Army Dear Colonel (surname):	Colonel (full name) Director, Women's Army Corps Department of the Army Washington 25, D. C.
Captain Wave	Captain (full name) Director of Women's Division Bureau of Naval Personnel Department of the Navy Dear Captain (surname):	Captain (full name) Director, Women's Division Bureau of Naval Personnel Department of the Navy Washington 25, D. C.
Lieutenant (Army and Air Force)	Lieutenant (full name, serial number) Company F, 121st Infantry Fort Bragg, North Carolina Dear Lieutenant (surname):	Same as letter
Ensign (Man or Woman)	Ensign (full name) U. S. N. 1708 16th St., N. W. Washington 9, D. C. Dear Mr., Miss, or Mrs. (surname):	Same as letter
Enlisted Man	Pvt. (full name, serial number) Company F, 121st Infantry APO 801 c/o Postmaster, New York City Dear Mr. (surname):	Same as letter
Governor of State	Hon. (full name) Governor of California Sacramento, California Dear Governor (surname): (same salutation for Lieutenant Governor and Acting Governor)	Same as letter
Secretary of State (State Government)	Hon. (full name) Secretary of State Commonwealth of Kentucky Frankfort, Kentucky Dear Mr. (surname):	Same as letter
Commissioner or Secretary of Agriculture (State)	Hon. (full name), Commissioner: Department of Agriculture Tallahassee, Florida Dear Mr. Commissioner: or Dear Mr. (surname):	Same as letter
Member of State Legislature	Hon. (full name) Member of the Assembly Aibany, New York Dear Mr. (surname): (Name of legislative body varies in States. Similar usage writing to State Senator. No use of legislative title in home address.)	Same as letter
Mayor of City	Hon. (full name) Mayor of (city or town) (local address) Dear Mr. (surname): or Dear Mr. Mayor:	Same as letter
Bishop, Episcopal	The Right Reverend* (full name) Bishop of (City or Diocese) (Address) Right Reverend Sir: or Dear Bishop (surname):	Same as letter

*The Right Reverend, The Most Reverend, etc., may be written as the first line and the full name as the second, particularly in the case of long names.

ADDRESSEE	LETTER ADDRESS AND SALUTATION	ENVELOPE ADDRESS
Bishop, Catholic	The Most Reverend (full name) Bishop of (City or Diocese) (Address) Most Reverend Sir:	Same as letter
Bishop, Methodist	The Very Reverend (full name) 1205 Grace Street Memphis, Tennessee Dear Bishop (surname):	Same as letter
Bishop, Mormon	Mr. (full name) Church of Jesus Christ of Latter Day Saints (Local Address) Dear Mr., Dr., or Bishop (surname):	Same as letter
Protestant Minister	The Reverend (full name) (Local Address) Dear Mr. or Dr. (surname):	Same as letter
Catholic Priest	The Reverend (full name) (Local Address) Dear Father (surname):	Same as letter
Jewish Rabbi	Rabbi (full name) (Local Address) Dear Rabbi or Dear Dr. (surname):	Same as letter
Mother Superior, Catholic	The Reverend Mother Superior (order, if used) (name of institution) (local address) Reverend Mother: or Dear Reverend Mother:	Same as letter
Sister, Catholic	Sister Mary Angela Little Sisters of the Poor (local address) Dear Sister: or Dear Sister Angela:	Same as letter
College President	Dr. (full name) President, University of Maryland College Park, Maryland Dear Dr. (surname):	Same as letter
Dean	Dr. or Mr. (full name) Dean, College of Agriculture Cornell University Ithaca, New York Dear Dean (surname): or Dr. (surname):	Same as letter
Professor or Assistant Professor	Dr., Miss, or Mrs. (full name) Assistant Professor of Home Economics Pennsylvania State College State College, Pennsylvania Dear Miss, Mrs., Dr. or Professor (sur- name):	Same as letter
Doctor of Medicine	Dr. (full name) or (full name), M. D. (local address) Dear Dr. (surname):	Same as letter

V. MEMORANDUMS

The Memorandum form may be used for correspondence within government; correspondence between organizational units of this Department, wherever located; and for informal correspondence with other Federal agencies. Never use this for correspondence going outside the Government. Many of the same general instructions which apply to the preparation of letters also apply to memorandums. (See figure 8.)

KIND OF PAPER

Use Standard Form No. 64. Use paper of like color and quality for second and subsequent pages.

COPIES

Keep the number of copies to the minimum. Always send memorandums addressed to the Secretary in duplicate. See the sections on

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : John Doe, Chief, Division of Agricultural
Statistics, BAE

FROM : Richard Roe, Cooperative Division, FCA

SUBJECT:

DATE:

*(Inside the Department
in D.C. Area)*

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Richard Roe, Chief, Administrative Division
CCC, Washington 25, D. C.

FROM : John Doe, Regional Director, CCC, 60 Beaver
Street, New York 4, N. Y.

SUBJECT:

DATE:

*(Inside the Department
between Field Offices
and Washington)*

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, Sixth U. S. Civil Service Regional
Office, Post Office Building, Cincinnati, Ohio

FROM : Reynolds Roe, Chief, Administrative Division,
Soil Conservation Service, USDA, Lincoln, Nebraska

SUBJECT: Memorandum

DATE:

*(Outside the Department
to other Government
Agencies)*

Type the body of the memorandum four spaces below the subject line. Use single spacing with double spacing between paragraphs.

Figure 8.—Forms of memorandums.

Letters and on Secretary's Correspondence for further information and instructions.

DATE

Spell the name of the month in full. Write the day in figures without the st, nd or th. Omit the date in cases where there may be some delay in mailing; type the date of preparation on file copies.

HEADING—"TO," "FROM" AND "SUBJECT" LINES

Block the first words of the "To", "From" and "Subject" lines. Indent carry-overs two spaces. When names are used in the "To" and "From" lines, give titles. However, there may be cases where the memorandum is addressed to an office rather than an individual. In these cases, you will not show an official's name or title. Use enough agency identification with proper location to assure delivery. (See figure 8.) Use standard abbreviations for Department agencies. See p. 4. of cover. On memorandums addressed to the Secretary, use only the title in the "To" line. Example:

To: The Secretary of Agriculture

Use a brief subject which indicates clearly the subject matter. You may block on "Attention" line 2 spaces below "Subject."

BODY

Type the body four spaces below the subject. Make the left margin the same as the heading on the Standard Form 64. Use block form, single spacing with double spacing between paragraphs.

VI. SECRETARY'S MEMORANDUMS

PURPOSE

Secretary's *numbered* Memorandums are used for material which is not relatively permanent in character. Material which *is* of a relatively permanent character should be issued as a part of the Administrative Regulations (see p. 22).

PAPER

Use the Blue Seal letterhead.

CARBON COPIES

Make three carbon copies on white manifold paper and one on salmon manifold paper to accompany the original. Make the necessary additional agency or office file copies. Be careful that the first white copy is clearly legible, since it is used as "printer's copy" when the stencil is cut for mimeographing after signature.

DATE AND NUMBER

Leave the date and the number of the memorandum blank. This information will be inserted after signature.

SIGNATURE

Even though there is no complimentary close, the memorandum should be signed or initialed below the body.

ENCLOSURES, ATTACHMENTS

When you have an enclosure or attachment, type the word "Enclosure" or "Attachment" two spaces below the body, flush with the left margin, on all copies including the original. For more than one enclosure or attachment, use the plural form and specify the number. Example:

Enclosures—4 (List enclosures on file copies when necessary.)

IDENTIFICATION OF DICTATOR AND STENOGRAPHER

Place the reference initials below the body or enclosure line, flush with the left margin, on all file copies. Example:

WHJohnson:SE
7-10-49

INITIALING

One file copy of every memorandum should be initialed by the dictator and by others required to initial before it is signed. These should be initialed below the identification of Dictator and Stenographer near the left margin.

ASSEMBLING

Assemble the memorandum in the same manner as an outgoing letter (page 4).

HEADING

Center and type in capital letters the words MEMORANDUM NO., not underlined. Center the subject two spaces below the Memorandum No. Capitalize all important words of the subject, and underline. Begin the body of the memorandum three spaces below the subject. (Fig. 9.)

BODY

Type the body three spaces below the subject. Use single spacing with double spacing between the paragraphs. Use block form.

SIGNATURE AND TITLE

Type the title *Secretary* seven spaces below the last line of the body and to the right of the center of the page.

INFORMATION TO BE TYPED ON CARBON COPIES

Type the name of the Department agency in which the memorandum was prepared, the name of the dictator, initials of the stenographer, and the date of preparation on the carbon copies.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

(Use blue seal letterhead)

August 23, 1948

*(Do not date at time
of preparation)*

MEMORANDUM NO. 1225

Strategic and Critical Materials Stock Piling Act

Paragraphs 134 and 135 of title 1 of the Administrative Regulations deal with responsibilities of agencies of the Department under the Strategic and Critical Materials Stock Piling Act.

Matters arising in the Department generally in connection with the implementation of this Act should be referred to Mr. Frank K. Woolley, Deputy Administrator, Production and Marketing Administration, who is designated as Department representative in connection with this Act.

Charles F. Brannan
Secretary

Figure 9.—Secretary's Memorandum.

EXPLANATORY MEMORANDUM

Unless the proposed Secretary's Memorandum is self-explanatory, transmit it with a memorandum addressed to the Secretary. Give the necessary background information; explain the provisions of the Secretary's Memorandum and the reasons it is needed.

JACKET

Prepare a blue jacket (Form AD-116, Routing Sheet for Administrative Regulations, Secretary's

and Staff Office Memoranda). Arrange the file in the following order: jacket, explanatory memorandum, the proposed Secretary's Memorandum, and carbon copies.

INITIALING AND CLEARANCE

The salmon copy is initialed by the agency head. Route the complete file to the Secretary of the Administrative Council. The Administrative Council is responsible for seeing that the memorandum is cleared with Department agencies before presenting it for signature.

VII. ADMINISTRATIVE REGULATIONS

The Administrative Regulations include administrative materials issued by the Secretary and the staff offices, which are relatively permanent in character. Obtain instructions for preparing amendments to the Administrative Regulations

from the Secretary of the Administrative Council. He is responsible for general coordination and distribution of the Regulations. (See title 1, chapter 12, Administrative Regulations.)

VIII. FOREIGN CORRESPONDENCE

Foreign correspondence discussed here is largely that conducted with international governmental organizations, foreign governments, their representatives here and abroad, the Foreign Service of the United States, and the Department of State. The instructions cover fundamentally the preparation of communications to be sent through diplomatic channels of the Department of State, and indicate the necessary clearance through the Office of Foreign Agricultural Relations (OFAR) which is this Department's official liaison with the Department of State.

As a general guide, correspondence relating to policies and administrative or other matters of interest to the State Department or a United States diplomatic post abroad must be routed through OFAR. If pertaining to the work of a single agency or office, it may be signed by the appropriate agency official, but should bear the following subscript in the lower left corner of the last page (original and all copies):

Forwarded, Office of Foreign
Agricultural Relations

If the information pertains to the work of more than one agency, the final composite draft of the letter will be prepared in OFAR from memorandums submitted by the agencies involved. Such letters and accompanying material, if of acceptable weight and dimensions, will be forwarded by diplomatic pouch. (See General Instructions, page 24.)

CLASSES OF CORRESPONDENCE

Correspondence with Foreign Governments and International Governmental Organizations

Correspondence of a scientific and technical nature, and particularly that which relates to policies or a subject matter of interest to the

Department of State or a United States diplomatic post abroad, must be forwarded through OFAR. The subscript should be added and extra copies supplied. (See General Instructions, page 24.) Purely routine letters can be sent by regular mail and need not clear through OFAR, unless a "restricted" country is involved (countries which have shown almost a complete lack of willingness to cooperate with the United States). Check with OFAR regarding "restricted" countries.

Correspondence with Representatives of Foreign Governments Resident in the United States and with the Foreign Service of the United States

The same general procedure outlined above also applies to this class of correspondence. Replies to certain types of correspondence *FROM* the Foreign Service of the United States is more fully covered in the subsections of Correspondence with the Department of State given below.

EXCEPTION.—Scientific, technical, and routine correspondence *originating in field offices* of this Department may be sent direct to officials of the United States Foreign Service stationed in Canada and Mexico and need not be routed through OFAR or the Department of State.

Correspondence with the Department of State

All such correspondence must clear through OFAR.

1. **Letters to the Secretary of State** are prepared for the signature of the Secretary of Agriculture and are therefore governed by the instructions for preparing Secretary's correspondence (see page 8).

2. **Memorandums** from the Department of State, usually unsigned and written in the third person, are a type of informal communication. Prepare replies in memorandum form (fig. 10). These may be signed by the preparing official or

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
BUREAU OF DAIRY INDUSTRY
WASHINGTON, D. C.

(Do not date)

MEMORANDUM FOR THE DEPARTMENT OF STATE

Attention: Division of Commercial Policy

Reference is made to your Department's memorandum of March 20 (CP) with which you transmitted copies of Dispatch No. 110 of March 6, 1949 from our Embassy in Buenos Aires, Argentina regarding ...

...and wish to thank you for the promptness with which it was furnished. We hope that the information contained herein will be of benefit to our Embassy in Buenos Aires.

Forwarded, Office of Foreign
Agricultural Relations

O. M.
Chief

Figure 10.—Bureau reply to an informal memorandum from the Department of State.

Sample DISPATCH

UNCLASSIFIED

No. 36

Subject: Request for Information from Department of Agriculture

The Honorable
The Secretary of State
Washington, D. C.

Sir:

I have the honor to request that the following information be forwarded to the Department of Agriculture, subject to the Department's approval:

This Consulate General has recently received an inquiry from the Engineer of the Agricultural Service Branch of the Government General at Setif, Algeria, requesting information concerning better methods of cultivation of Kudu, Kentucky grass, Ladino grass, and Sericea Leupanea.

We have been unable to supply the requested information and would appreciate receiving any pamphlets, bulletins, or instructions the Department may have available.

The Agricultural Service at Setif would also like seed samples of these grasses if they are readily obtainable. ...

Respectfully yours,

Harold D. Finley
American Consul General

UNCLASSIFIED

Rec'd
Mar 7
ACTION
AGRI
INFO
FE
DCA
ITP

Figure 11.—Incoming dispatch for reply by the Department of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
BUREAU OF PLANT INDUSTRY, SOILS, AND
AGRICULTURAL ENGINEERING

DIVISION OF
PLANT EXPLORATION AND INTRODUCTION

PLANT INDUSTRY STATION
BELTSVILLE, MARYLAND

(Do not date)

March 23, 1949

To: Division of Foreign Reporting Services
Department of State

Subject: Request for Information from Department of Agriculture

Reference: Dispatch No. 36, March 1, 1949, Algiers, Algeria

In reply to the dispatch under reference, we are forwarding ...

...any information or report as to what success may result from their planting.

Howard L. Hyland
Senior Agronomist
Field Crop Introductions

Forwarded, Office of Foreign
Agricultural Relations

Figure 12.—Bureau reply to incoming dispatch.

other designated official. Add the subscript and forward through OFAR. (For number of copies, see General Instructions, page 25.)

3. **Dispatches** are a form of correspondence between Foreign Service officers and the Department of State (fig. 11). Those pertaining to agriculture are referred here for reply. As a general rule, dispatches are answered by memorandum addressed to the Division of Foreign Reporting Services, Department of State (fig. 12). Add the subscript and clear through OFAR. (For number of copies, see General Instructions, page 25.)

4. **Airgrams** are another form of telegraphic communication between Foreign Service Officers and the Department of State (fig. 13). Submit a draft of the reply to the Cables and Reports Section of OFAR. That Section will prepare the *airgram reply* in the form prescribed by the Department of State. Exception: If the reply

is extremely lengthy or involves enclosures, handle it in the same manner as replies to dispatches described above.

PUBLICATIONS AND DOCUMENTS

Publications and documents going to countries other than those on the "restricted" list need not be transmitted through OFAR; these may go by regular mail, or by penalty mail to certain countries (list given on page 26). Check with OFAR regarding "restricted" countries.

GENERAL INSTRUCTIONS

Correspondence for Dispatch by Diplomatic Pouch

Do not date; this will be done in OFAR.

1. **Air pouch.**—Use lightweight paper and envelopes. Letters should not exceed 6 ounces in

Incoming AIRGRAM

Received from State Department
April 8, 1949, 3:15

UNCLASSIFIED

FROM : BELGRADE

TO : Secretary of State

NO : A-282

DATED April 2, 1949

Spring plowing and sowing activities now in full swing throughout Yugoslavia after 10 days bright warm weather. According to numerous scanty reports appearing in public press during past 2 weeks situation is roughly as follows by major regions:

Slovenia. As of March 23 spring planting operations in full swing approximately 2 weeks earlier than 1948 when extensive operations were not begun until April 8.

Croatia. It is reported that all tractors have been placed in operating condition and more than 60% were in the fields on March 13. At that date over 5% of spring planting plans had been already accomplished.

Macedonia. Tractors and other agricultural ...

JG

CANNON

Figure 13.—Incoming airgram.

weight. Any necessary priority or security designations will be indicated by OFAR. Unless otherwise designated, correspondence will be stamped *Unclassified* and sent to the Department of State unsealed and no instructions given as to the expediency of delivery.

2. **Sea or Overland Pouch.**—Letters weighing more than 6 ounces are usually sent by surface pouch unless we can show valid reason for expediting delivery.

3. **Addresses on envelopes.**—Include the name, title, and full address of the addressee. If the letter is intended for forwarding by a diplomatic mission to the ultimate addressee, the envelope should also indicate the nearest diplomatic mission or consular office through which the correspondence is to be sent (see fig. 14).

4. **Copies.**—The original and 3 letterhead carbons are required for both letters and memorandums (one carbon each for OFAR, the Department of State, and the mission abroad). The number specified is in addition to those required by the preparing agency. Only the copy for OFAR should carry the identification of dictator and stenographer.

5. **Position of Subscript.**—Type the subscript

on the original and all copies in the lower left corner of the last page of the letter or memorandum:

Forwarded, Office of Foreign
Agricultural Relations

Packages

Packages for transmittal by diplomatic pouch should be fully addressed and marked *via diplomatic pouch*. Those for the *air* pouch must not exceed 6 ounces in weight. Packages up to 11 pounds in weight and not exceeding 18 inches in length, or 42 inches length and girth combined, will be accepted for forwarding by *sea or overland pouch*. Packages containing liquids will not be accepted. Packages containing seeds must have an inspection certificate attached. All packages must be accompanied by (1) a letter to the addressee, or (2) a memorandum to the Division of Foreign Reporting Services, Department of State, requesting that the package be forwarded. The contents of the package must be described in the letter or the memorandum. Add the subscript, and supply 3 letterhead carbons (one carbon for filing in OFAR and two for the use of the Department of State).

Bureau of Animal Industry UNITED STATES DEPARTMENT OF AGRICULTURE WASHINGTON 25, D. C. OFFICIAL BUSINESS		VIA DIPLOMATIC AIR POUCH
THROUGH:	American Embassy Paris, France	
For:	Prof. Andre M. Leroy Laboratoire de Zootechnie 16, Rue Claude-Bernard Paris (5e), France	

Figure 14.—Envelope for use transmitting correspondence via diplomatic pouch.

IX. TERRITORIAL CORRESPONDENCE

Correspondence with persons in the Territories and Possessions of the United States is not considered *foreign* correspondence. United States Territories and Possessions include Alaska, Hawaii, Puerto Rico, American Samoa, Guam, Panama Canal Zone, Virgin Islands, and other small Pacific Islands of military and naval importance such as Wake and Midway. Correspondence addressed to those places need not clear through the Office of Foreign Agricultural Relations.

Letters to Territorial *officials* should be transmitted through the Department of the Interior, Division of Territories and Island Possessions.

Correspondence written by officials of the Department of Agriculture stationed or traveling in such Territories and correspondence of a scientific, technical or routine nature originating in field offices of this Department does not need to clear through OFAR or the Department of the Interior.

X. MAIL

PENALTY MAIL—NO POSTAGE REQUIRED

Except for certain classes of mail, official correspondence of the Department weighing 4 pounds and under may be transmitted through the postal system without the payment of postage, under the penalty clause. Such mail is referred to as *penalty mail*. The penalty clause appears on the upper right corner of official envelopes, labels, cards, etc. (fig. 15).

some instances cost less. Letters or packages weighing more than 8 ounces are transmitted at Air Parcel Post rates. Consult your agency mail room or local postmaster for information concerning rates, zones, etc. Do not use envelopes, labels or wrappers bearing the penalty clause for this class of mail (fig. 16).

Special Delivery

Use envelopes with the penalty clause for

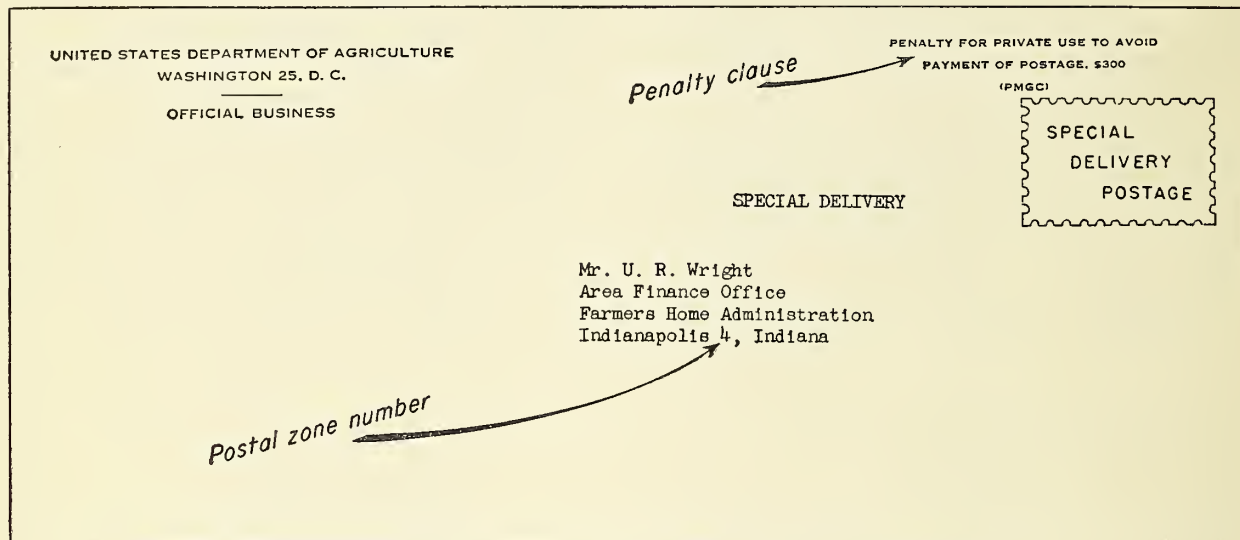


Figure 15.—Special-delivery envelope, also penalty clause and postal zone.

The use of the penalty privilege by non-Government groups or individuals transmitting information of value to the Department of Agriculture is defined in the Postal Laws and Regulations and in the Administrative Regulations of the Department.

Do not use envelopes or other material bearing the penalty clause for any mail on which postage is required, *except* Special Delivery or Registered Mail (fig. 15).

The personal use of penalty envelopes, even with stamps over the penalty clause, is prohibited.

NON-PENALTY MAIL—POSTAGE REQUIRED

Postage must be paid on the following classes of mail:

Mail Over 4 Pounds

The law requires official mail weighing over 4 pounds to carry postage at full parcel post rates. Consult your agency mail room or local postmaster for information concerning rates, zones, etc.

Air Mail

As a general rule you should not send correspondence by air mail to points within a 250-mile radius. Many times a Special Delivery letter will reach the addressee faster than Air Mail and in

Special Delivery mail weighing under 4 pounds. Do not cover the penalty statement with the Special Delivery stamp (fig. 15).

Foreign Mail

Postage on all foreign mail in excess of 4 pounds must be prepaid by means of postage regardless of destination. Postage is not required on mail weighing 4 pounds and under which is sent to the following countries: Any possession of the United States, Bolivia, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Newfoundland (including Labrador), Nicaragua, Panama, Paraguay, Peru, Salvador (El), Uruguay, and Venezuela.

Registered Mail

Registry fees must be paid on Registered Mail when mailed from Department offices outside of Washington, D. C. Such mail weighing 4 pounds and under may be mailed from Washington, D. C., under the penalty privilege. If a Return Receipt is requested the fee for that service must be paid in either case, and a return-receipt form must be filled out and stapled to the back of the envelope.

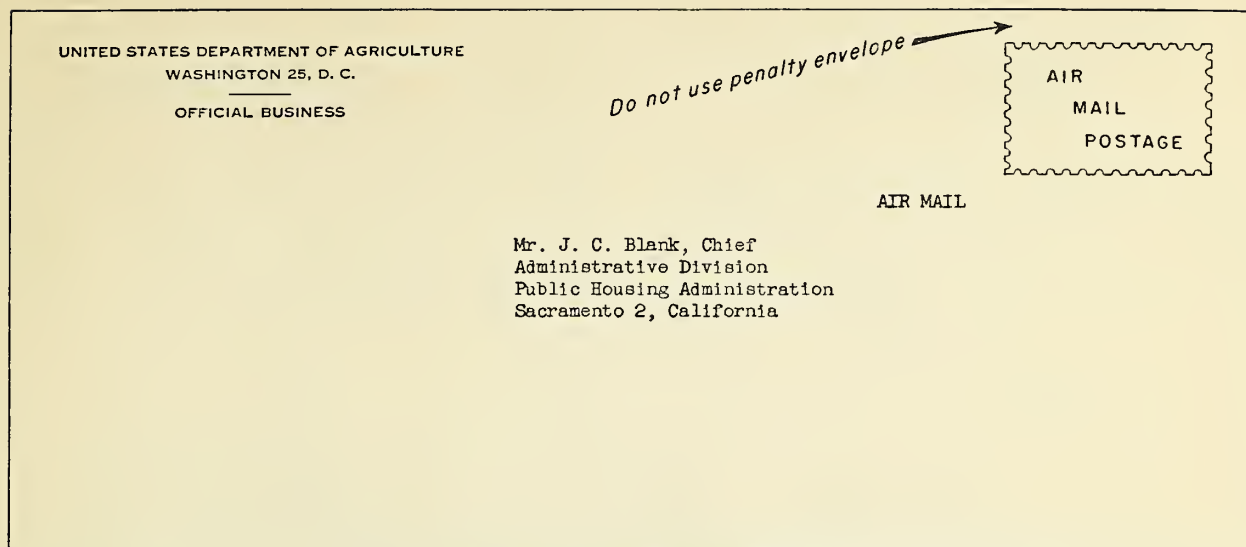


Figure 16.—Air-mail envelope.

ENVELOPES

Use the smallest size envelope possible. If a large, or bulletin-size envelope is necessary for letter mail, write or stamp "Letter Mail" on the envelope. "Batch" mail wherever possible, that is, put mail going to one address in a single envelope rather than in several.

"Attention" and "In-care-of" lines are shown in figures 17 and 18.

POSTAL ZONE NUMBERS

The use of postal zone numbers will expedite the delivery of all classes of mail. Insert the zone number between the city and State in the address on envelopes, labels, cards, etc. Type the zone

number on your letterheads if it has not been printed thereon (fig. 15).

HANDLING MAIL IN WASHINGTON, D. C.

1. In Washington most of the agency mail rooms take care of the details of handling mail, and with a few exceptions the Department Post Office affixes all postage. Form AD 19 (Mail Order), properly prepared, should accompany all mail requiring postage when it is sent to the Department Post Office for dispatch (fig. 19).

2. A separate mail order form is required for *each type of mail*; for example, air-mail letters and parcel post packages should not be listed on a single mail order form, but on *separate forms*. (See Section X of O. P. O. Publication No. 7 for further details).

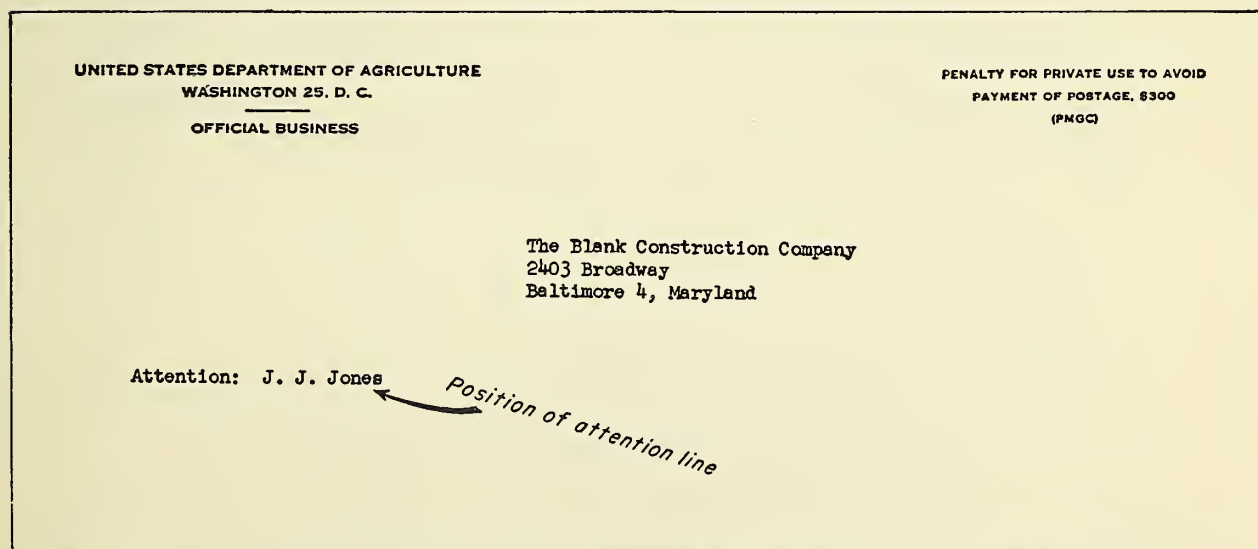


Figure 17.—Placement of "Attention" line (envelope).

UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300
(PMGC)

Position of c/o line → Mr. J. J. Jones
c/o The Blank Construction Company
2403 Broadway
Baltimore 4, Maryland

Figure 18.—Placement of "In-care-of" line (envelope).

**"RUN-AND-STOP" MAIL SERVICE IN
WASHINGTON, D. C.**

Government mail in Washington, D. C., and vicinity is carried by the Official Mail and Messenger Service of the City Post Office and postage is not required. This is commonly known as "Run-and-Stop Mail." Clearly address this mail and

use the appropriate *run and stop* numbers. Consult your agency mail room about this service and obtain copies of the Official Mail and Messenger Service directory from them. Do *not* use envelopes, labels, wrappers, cards, etc., bearing the *penalty* clause for run-and-stop mail. You may use chain envelopes if they are legibly and correctly addressed (fig. 20).

AD 19
(Revised Oct. 1944)

UNITED STATES DEPARTMENT OF AGRICULTURE
MAIL ORDER

This form must be completely filled in before the Department post office can supply postage. Use separate form for each classification or combined classifications.

Bureau of Blank Division Administrative

Appropriation 1240020 Project 37.1 Date (Use current date)

Department post office: Please supply postage for the number of pieces as indicated below.

16-17716-1 GPO

PIECES	CLASSIFICATION	CHARGES	ADDRESS:
1	Air (letter).....	DO NOT WRITE IN THIS SPACE	
.....	Air (not letter).....		
.....	Foreign (letter).....		
.....	Foreign (printed matter).....		
.....	Parcel Post.....		
.....	Special Delivery (first class).....		
.....	Special Delivery (other than first class).....		
.....	Registered.....		
.....	Return Receipt.....		
TOTAL.....			

Authorized by John B. Doe

Per

Rated by

(Use other side for additional addresses)

Figure 19.—Properly prepared mail order.

CHAIN ENVELOPES

Use chain envelopes for communications within the Department, which circulate through mail rooms or are carried by messenger. Used envelopes may be re-used by canceling old addresses and writing "Chain" at the top of the envelope. Do *not* use *new* penalty envelopes as chain envelopes. Write the address legibly to show the name of the individual (if to a person), and the agency, or office. In Washington, D. C., room numbers are not necessary unless the envelope is

to be sent by special messenger. In all cases the name of the agency must be given (fig. 20).

ADDITIONAL INFORMATION

Office of Plant and Operations Publication No. 7, entitled "Mail" contains additional information pertaining to the handling of mail in the Department, particularly in Washington, D. C. Obtain copies of this publication from your agency mail room, or from the Office of Plant and Operations.

U. S. Government Messenger Envelope

Standard Form No. 65 (Rev. 1/46)

1. Use blocks consecutively, one at a time.
2. Void previous block.
3. Write clearly.

NAME OR TITLE OF PERSON, DEPARTMENT, ADDRESS, AND ROOM		NAME OR TITLE OF PERSON, DEPARTMENT, ADDRESS, AND ROOM	
<i>Richard Roe</i>	RUN		RUN
<i>P.M.A. - Col.</i>	STOP		STOP
<i>L. M. Wright</i>	RUN 7		RUN
<i>Accounts & Audits</i>	STOP 212		STOP
	RUN		RUN
	STOP		STOP
<i>Richard Roe</i>	RUN		RUN
<i>1425-S</i>	STOP		STOP
<i>Mr. Wright</i>	RUN		RUN
<i>Treasury Dept</i>	STOP		
<i>Washington, D.C.</i>			
	RUN		
	STOP		
	RUN		

Do it like this

Not like this

Figure 20.—U. S. Government messenger envelope.

XI. TELEGRAMS

TRANSMISSION OF MESSAGES— GOVERNMENT SYSTEMS

The Public Buildings Administration network or other Government teletype systems must be utilized whenever practicable or available for the transmission of official messages. Telegrams sent to the Department Telegraph Office for dispatch will be transmitted over the Public Buildings Administration network or other Government facilities, unless the preparing agency indicates another method of transmission. Such indication should appear immediately preceding the name and address on the message.

WESTERN UNION SERVICES

Straight Telegram

A straight telegram receives immediate transmission, having precedence over all other messages either day or night. (For priority see 4AR 545b)

Serial

Serials are messages sent on the same day by the same agency or office from the same originating point to the same addressee at the same destination. These messages receive the same handling as straight messages at a cheaper rate.

Day Letter

The day letter is a deferred day message. The rates, based on a minimum of 50 words, are ordinarily lower than those for a straight telegram. For a day letter to be delivered on the day of its issue, sufficient time must be allowed for transmission and delivery during regular office hours, subject to the priority accorded straight telegrams.

Night Letter

Night letters are low-rate overnight messages accepted at any time during the day and up to 2 a. m. for delivery the following morning, or the morning of the next business day.

GENERAL INSTRUCTIONS

Standard Form No. 14A is used for all messages sent through the Department Telegraph Office in Washington or through commercial or Government telegraph offices in the field (fig. 21).

Do not allow telegrams to accumulate in the offices. Send them to your agency mail room as soon as signed for immediate dispatch to the telegraph office.

Consider various time zones and classes of service desired on messages requiring delivery on date of preparation. The following chart indicates, by class of service, the latest time messages addressed to cities in the different time zones may be filed in the Department Telegraph Office, in Washington, for delivery the same day:

	<i>E. S. T.</i> <i>p. m.</i>	<i>C. S. T.</i> <i>p. m.</i>	<i>M. S. T.</i> <i>p. m.</i>	<i>P. S. T.</i> <i>p. m.</i>
Straight-----	4	4:30	5:30	6:30
Serial-----	4	4:30	5:30	6:30
Day Letter----	3	4	4:30	5:30

Field offices should bear in mind that the Department in Washington closes at 5:30 p. m. The following chart indicates by class of service the latest time same date delivery messages addressed to Washington may be filed in the different time zones for delivery the same day:

	<i>P. S. T.</i> <i>p. m.</i>	<i>M. S. T.</i> <i>p. m.</i>	<i>C. S. T.</i> <i>p. m.</i>	<i>E. S. T.</i> <i>p. m.</i>
Straight-----	1:30	2:30	3:30	4:30
Serial-----	1:30	2:30	3:30	4:30
Day Letter----	12	1	2	3

STYLE OF WRITING

Type all parts in lower case with ordinary capitalization and punctuation. (1) Use block style and single spacing in the address and *double spacing* in the body. (2) Write the date in full as on a letter. (3) Type the appropriation to which the telegram is charged in the space provided, that is, in the upper right corner of the form. (4) If message is to be sent collect, type the word "Collect" in space provided for appropriation. (5) Indicate the kind of service desired—straight telegram, day letter, serial, night letter—to the left under the printed heading. (6) If priority precedence is requested, indicate this below type of service (fig. 21).

Address

The address should consist only of information necessary to effect prompt delivery. You may use standard abbreviations such as St., Ave., Bldg., etc. On telegrams to field personnel, do not include titles, divisions, or other superfluous words.

In case of messages to private individuals or organizations, it may be necessary to include titles, divisions, or other pertinent information to effect delivery.

Body

1. Eliminate words such as, "the," "I," "to," etc., in the text, unless needed for clarity.

2. On telegrams to and from field stations of the Department, use the following symbols whenever appropriate: (The first two letters indicate Your telegram, Your letter, etc.; the third indicates the month—A, January; B, February, etc.; and the figures indicate the day of the month).

YTA13	Regarding your telegram January 13
YLA13	Regarding your letter January 13
MTA13	Regarding my telegram January 13
MLA13	Regarding my letter January 13
OTA13	Regarding our telegram January 13
OLA13	Regarding our letter January 13
OPA13	Regarding our telephone conversation January 13

3. On all other telegrams, use Retel or Relet (Regarding your telegram or letter) and Reourtlet or Reourlet (Regarding our telegram or letter).

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

Straight Telegram

John Doe
Production and Marketing Adm.
821 Market Street
San Francisco, Calif.

June 1, 1949

YTD28. The address may be single spaced as in this message but it is
important that the text be double spaced.

James Blank

DEPARTMENT OF AGRICULTURE

BUREAU of Blank

CHG. APPROPRIATION 1322641 Proj. 28

Figure 21.—Properly prepared telegram.

These combinations are counted at the rate of five letters a word—Retel, one word; Reourtel, two words.

4. No charge is made for the transmission of the following punctuation marks in messages between points in the United States: Comma, colon, period, semi-colon, dash, hyphen, quotation marks, parentheses, question mark, and apostrophe. Actual punctuation marks make unnecessary the use of the word “stop” and the spelling out of the punctuation marks. A charge is made for these words.

5. Use figures instead of words to indicate numbers.

Signature

Write signatures as brief as possible but include enough to identify the sender. The name of an individual and the agency will be transmitted with no additional charge. Titles, divisions, and branches are seldom necessary and, when used, are counted and charged. However, in telegrams involving matters of policy or delegation of authority, the title of signing officer may be necessary.

In preparing telegrams for signature in the Secretary's office, follow the same general instructions *except* indicate the title only. In *no* case should the name of the signer be typed.

Copies

1. The Department Telegraph Office requires an original on Standard Form No. 14A and two carbon copies of all telegrams, including multiple-copy messages. One copy will be time-stamped and returned to the originating agency. Make additional agency copies as required for files.

2. In preparing telegrams for signature in the Secretary's office, follow the same general instructions *except* make one salmon copy and two white carbon copies in addition to those required for all other telegrams. This makes a total of six copies in addition to the copy held in the agency file.

3. A *multiple-copy message* is sometimes called a book message. It is used when the same message is to be sent to six or more different individuals or organizations. In such cases, attach to the telegram a list in duplicate of the names and addresses of persons to whom it is to be sent. Type the list of names and addresses in block style with double spacing between each addressee. This procedure *does not* apply to messages classified *serial* as this service requires a separate copy for each message.

Identification of Dictator and Stenographer

Type the identification in the same manner as on file copies of letters. Type this on all carbon copies of telegrams *except* the *confirmation* copy. This copy is mailed to the addressee.

XII. DOCKETS

PURPOSE

A docket is a file folder which contains a number of separate documents. These serve as the basis for instituting new programs or regulations or for amending existing programs or regulations. The document which effectuates the changes is generally signed by the Secretary or some other person to whom the necessary authority has been delegated. A docket should contain an explanatory memorandum from the agency or other official, addressed to the person who will sign the formal document.

A docket should also contain a memorandum from the Solicitor explaining the legal effect of the proposed program or amendment. Some dockets also contain a press release which is prepared in the agency information office.

Program changes which require publication in the Federal Register.—Include descriptions of agency organization, rules and regulations which have general effect, notices of hearings, etc.

Program changes which do not require publication in the Federal Register.—Include any change which makes no substantive change in the program or any document which does not effect the general public.

INSTRUCTIONS FOR PREPARATION OF DOCUMENTS FOR PUBLICATION IN THE FEDERAL REGISTER

Type all documents which are to be published in the Federal Register on white bond paper approximately 8 x 12½ inches. Use a left-hand margin of approximately 1½ inches and a right-hand margin of approximately 1 inch. Double space documents. Single space quotations, tabulations, descriptions of land, or excerpts from statutes.

Carbon Copies

Send an original and six carbon copies of Federal Register documents to the Secretary's Records Section. Make one of these carbon copies on salmon colored paper. See that all copies are legible. Make additional carbon copies as required by your agency—check this with your supervisor.

Form

The form for typing Federal Register documents varies with the type of document. Federal Register publication documents are divided into four categories. These categories with instructions as to form are set forth below.

----- Center -----

TITLE 7 - AGRICULTURE

CHAPTER 1 - PRODUCTION AND MARKETING ADMINISTRATION

PART 26 - GRAIN STANDARDS

SUBPART B - STANDARDS

7 spaces Pursuant to the authority vested in the Secretary of
Agriculture by the United States Grain Standards Act as amended

..... 1 inch margin

..... 1 inch margin

..... 194 .

(SEAL) Signature line

----- Secretary of Agriculture

Figure 22.—Documents subject to codification.

Category 1.—Documents Subject to Codification.

This category includes the permanent rules and regulations of a department which are published in the daily editions of the Federal Register and at the end of each year are reprinted in the code of Federal Regulations (fig. 22).

Category 2.—Notice of Proposed Rule Making.

Documents in this category are used to notify interested parties of proposed changes in rules or regulations. They are not codified and are not included in the annual edition of the Code of Federal Regulations (fig. 23).

Category 3.—Description of Agency Organization.—This category includes current amendments to the descriptions of agency organization, including delegation by the agency of final authority and the established policies and methods whereby the public may secure information or make submittals or requests (fig. 24). Documents in this category are not codified.

Category 4.—Notices.—Documents in this category include hearing notices not required to be published by the Administrative Procedures Act and other miscellaneous documents not subject to Codification.

The form outlined under category 3 should be followed in preparing documents of this class.

Assembling Docket

The original of all papers in a docket should be placed on the right-hand side of a file folder. The documents should be assembled in the following manner—

Bottom—the document to be signed by the Secretary.

In between—other documents.

Top—memorandum from originating office.

All originals should be securely clipped (binder clips are best—do not staple or use perforator fasteners) to the file folder. Carbon copies of documents should be assembled in the same manner and clipped to the *left-hand* side of the file folder. If a press release is prepared, place it on top of the carbon copies of the other documents.

DOCKETS WHICH CONTAIN DOCUMENTS WHICH ARE NOT PUBLISHED IN THE FEDERAL REGISTER

Dockets of this type generally apply only to the internal operations of the Department. The documents should be assembled in the file folder as described above. For preparation of memorandums contained in the docket, follow the form outlined under Memorandums.

<div style="border: 1px dashed black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">----- Center -----</p> <p style="text-align: center; margin: 5px 0;">UNITED STATES DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION</p> <p style="text-align: center; margin: 5px 0;">↓ 2 spaces</p> <p style="text-align: center; margin: 5px 0;">7 CFR, Part 57</p> <p style="text-align: center; margin: 5px 0;">↓ 2 spaces</p> <p style="text-align: center; margin: 5px 0;">UNITED STATES STANDARDS FOR HAY AND STRAW</p> <p style="text-align: center; margin: 5px 0;">↓ 2 spaces</p> <p style="text-align: center; margin: 5px 0;">NOTICE OF PROPOSED RULE MAKING</p> </div>	
<p>1 1/2 inch margin</p>	<p style="margin: 0;">7 spaces Notice is hereby given.....</p> <p style="margin: 10px 0 0 20px;">.....</p> <p style="margin: 0 0 0 20px;">2 spaces ↓</p> <p style="margin: 0 0 0 20px;">7 spaces Done at Washington, D. C. this _____ day of _____ 194 .</p> <p style="margin: 10px 0 0 20px;">.....</p> <p style="margin: 0 0 0 20px;">7 spaces ↓</p>
<p>(SEAL)</p>	<p style="margin: 0;">Signature line _____</p> <p style="margin: 5px 0 0 20px;">----- Secretary of Agriculture</p> <p style="margin: 0 0 0 20px;">10 spaces</p>

Figure 23.—Notice of proposed rule making.

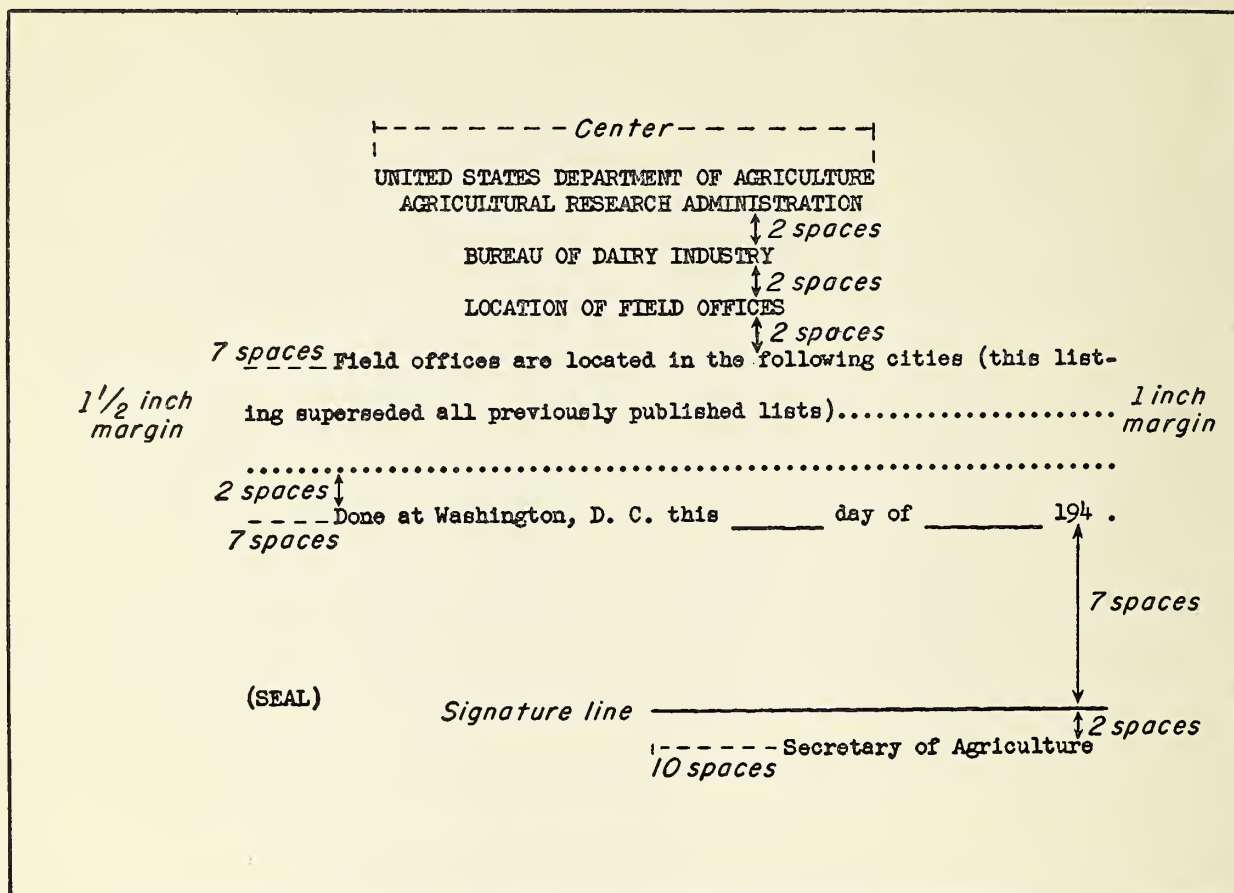


Figure 24.—Description of agency organization.

REFERENCES

Your agency has prepared instructions to be followed in preparing and assembling dockets which are signed in your agency. The Rules and Regulations issued by the Division of the Federal Register will also prove helpful in preparing

dockets. These rules can be obtained from the Secretary's Records Section, Office of the Secretary. The Style Manual of the U. S. Government Printing Office should be consulted on matters of punctuation, capitalization, orthography, and other matters of style. Also see Title 1, Chapter 10, Administrative Regulations.

XIII. LEGISLATIVE REPORTS

Legislative reports are letters to Congress or the Budget Bureau discussing or making recommendations on proposed legislation.

1. Most of these letters are prepared for signature by the Secretary and are addressed to chairmen of Congressional committees in response to their requests for the views of the Department on pending bills. Occasionally such letters are sent to individual members of Congress. From time to time legislative reports take the form of letters from the Secretary to the Speaker of the House of Representatives and the President of the Senate, recommending that Congress consider legislative proposals prepared in the Department. In general, drafts of such legislative reports must first be sent to the Budget Bureau for advice as to the

relationship of the proposed legislation and the reports thereon to the program of the President.

2. Legislative reports frequently are letters to the Budget Bureau in connection with consideration of proposed legislation by that Bureau and other interested departments and establishments.

3. Legislative reports on enrolled bills are letters to the Budget Bureau giving the Department's views on bills which have been passed by Congress and are being sent to the President. These reports are extremely urgent and should be carried by special messenger in all cases.

4. All such correspondence should be prepared and handled in compliance with the instructions contained in Title 6, Chapter 7 of the Administrative Regulations of the Department.

XIV. TYPOGRAPHIC STYLE

This section covers some of the more important usages in both typing and printing. More detailed instruction may be obtained from the Government Printing Office Style Manual. Webster's International Dictionary is the authority in Government printing for matters of spelling, compounding, and capitalization not included in the Style Manual of the Government Printing Office.

PUNCTUATION

The instructions and illustrations that follow cover only a few uses of some of the marks of punctuation and are based on observations of occasional misuse and overuse of those marks.

Period

Use a period to indicate a full break or complete stop in a statement that is neither exclamatory nor interrogatory. However, a request, even though it is an implied question, is followed by a period.

Example: Will you please make two copies.

A period is not used:

1. After a signature or after a title following a signature.
2. After a closing parenthesis which is preceded by a period.
3. After a closing quotation mark. (The period always stands inside a single or double quote, or both quotes.)

In typing, space twice after a period before beginning another sentence.

Comma

The comma marks the shortest break in the sentence. It is the most useful of all marks in preventing ambiguity, but it is often overused.

The comma is used generally:

1. Before a short direct quotation.

He said, "I'll never give up."

2. After each of a series of three or more words, phrases, letters, or figures used with *and* or *or*. (Illustrated in this rule.)

3. Before the conjunction in a compound sentence if the second clause is complete with subject and predicate.

Many preliminary papers are confidential, but sooner or later the need for caution passes.

4. Following an introductory phrase containing a participle—present, past, or perfect.

Beset by the enemy, they retreated.

A comma is not used before a parenthesis.

A comma is not used in serial numbers, as *page 1234*, but is used in ordinary numbers containing four or more digits.

A comma at the end of a quotation is placed inside the quote.

Note the use or omission of commas in the following examples:

1. To John, Smith was very kind.
2. To John he was very kind.
3. Horses, mules, and cattle—2 days 5 hours 4 minutes—short, swift streams—short tributary streams.
4. What kind of specimen it is, is very uncertain.
5. It is obvious, therefore, that the committee cannot function.
6. It is therefore obvious that the committee cannot function.
7. Mr. Roosevelt, who was then Assistant Secretary of the Navy, attended commencement at the Naval Academy.
8. The hearings, which were very interesting, were held during a recess of Congress.
9. Look at the last volume, page 2632, for General Order No. 12.
10. He thought he wrote in December 1943, but I am sure the date was January 2, 1944.
11. We drove to Huntsville, the county seat, and paid the last \$1,000 on the mortgage.
12. A man who disregards traffic rules is pretty stupid.

Semicolon

The semicolon breaks the text with less force than a period but with more force than a comma. It often separates phrases and clauses that contain commas. It is also used between statements too closely related to be independent sentences. It may replace an *and* or a *but* in such sentences. Example: It is true in peace; it is true in war. The choice of a period or a semicolon in such a sentence is solely for effect and, of course, is optional. Do not use a semicolon when a comma will do.

Colon

The principal use of a colon is to point to something that follows. For example, it is used to introduce a long formal quotation. It is also used:

1. After the salutation of a letter.
2. After expressions such as *From*, *To*, *Attention*, *Subject*, and *Enclosures* (when listed).
3. After expressions subscribing to a memorandum or similar paper such as *By direction of*, *Concurred in*, and *Approved*.
4. After *cc* (carbon copies), to indicate distribution.
5. After *as follows*, *the following*, and similar expressions used to introduce an enumeration in list form.

The typist should space twice after a colon if a list or quotation begins on the same line.

Ellipses

Marks of ellipsis (three asterisks or unspaced periods) are used to indicate an omission in text. An omission of one or more paragraphs may be shown by an indented line of periods or asterisks five spaces apart. Marks of ellipsis should not be divided at the end of the line. See also Quotation Marks and Copying.

Example of ellipses:

. . . note the following: "For all printing and binding for the Department of Agriculture . . . \$1,609,570 . . . Provided, That the Secretary of Agriculture may transfer to this appropriation from the appropriation made for 'Conservation and Use of Agricultural Land Resources' such sums . . ."

Apostrophe

The apostrophe is used:

1. To indicate a contraction.

It's (it is); the spirit of '76.

2. To form the plural of letters, figures, and symbols.

ABC's; p's and q's; 2 x 2 x 4's.

3. To form the possessive case.

John's; Burns'; Joneses'; SCS's; the Speaker of the House's ruling.

The apostrophe is not used in contractions such as *Sgt.* or *Robt.*

Parentheses

Parentheses are used to set off words and phrases not part of the main text but explaining, illustrating, or qualifying it, as in references, reports of meetings, etc.

The Chairman (to Mr. Smith). The Chairman (reading):

The particles were large (fig. 2).

The result (see fig. 2) is most surprising.

The result is most surprising. (See fig. 2.)

Punctuate the matter inside the parentheses as if it were complete itself, but no comma, semicolon, or colon is used immediately before either parentheses.

Quotation Marks

Quotation marks (often called "quotes") are used to enclose direct quotations, except complete letters having a date and signature and extracts that are indented. For a long, paragraphed quotation, the marks are placed at the beginning of each paragraph and at the end of the last paragraph only.

A quotation within a quotation is enclosed in single quotes; a third quotation, within the second, in double quotes. Three sets should be the limit—double, single, double.

Quotes are used to enclose expressions following such terms as *entitled*, *the word*, *endorsed*, or *signed* but are not used to enclose expressions following the terms *known as*, *called*, and *so-called*, unless the expressions are misnomers, slang, or ordinary words used in an arbitrary way.

The proposed legislation is entitled "An act . . ."

The check was endorsed "John Jones."

He voted for the so-called "lame duck" amendment.

He was called Spike by all his friends.

The book was "the bunk."

Periods and commas always stand inside quotes. All other marks of punctuation—colons, semicolons, exclamation points, question marks, dashes, and parentheses—stand inside if belonging to the quoted matter; otherwise they stand outside.

NUMERALS

Figures are used to express quantities and measurements such as age, time, dates, decimals, degrees, market quotations, money, percentage, and computations.

Numbers 10 or over are usually expressed in figures. If below 10, they are spelled out unless they indicate units of quantity or measurement or are used in the same sentence or paragraph with figures 10 or above.

Example: The man has 3 suits, 2 pairs of shoes, and 10 hats. (Five hats instead of 10 would cause all the numbers to be spelled out.)

Spell out enumerations of less than 10 preceding a compound modifier containing a figure—*two ¼-inch ribbons, twelve 6-inch guns, but 100 8-inch boards.*

Spell out indefinite expressions—*the early seventies, but the 1920's; between two and three hundred times.*

Spell out numbers less than 10—*six horses, five wells, eight times as large*, but mixed numbers (whole numbers and fractions) are put in figures, as, *3½ cans.* (Note exceptions above.)

Spell out the word *million* or similar large-group terms—*20 million or 2¼ billion.*

Spell out a number beginning a sentence. Some exception is made in question and answer matter in testimony and hearings and in lists. Related numbers at the beginning of a sentence are spelled out:

Fifty or sixty miles away is an air base.

Numbers larger than 1,000 if spelled should be in the following form:

Two thousand and twenty, one thousand eight hundred and fifty, one hundred and fifty-two thousand three hundred and five.

A colon preceding a number does not affect the use of figures.

CAPITALIZATION

The modern tendency is to use as few capital letters as possible. Aside from fixed rules such as capitalizing the first words of sentences, the main principle is the distinction between common and proper nouns. Overcapitalization, like the use of unnecessary quotes and commas, distracts the reader. Required capitalization can be learned by studying the rules in the Government Printing Office Style Manual and noting the application of these rules in printed Government publications.

Proper nouns—names of particular persons, places, and things—are capitalized. Derivatives of proper nouns are capitalized when they are used with the same meaning as the proper noun or with definite reference to it; as, *Elizabethan era, Pullman car, French leave, Dutch cheese, Darwinian theory.* Proper-noun derivations gradually become common nouns through long use. Some derivatives that have acquired a meaning independent of the proper noun and are not capitalized are *watt, pasteurize, scotch plaid, castile soap, roman type, venetian blinds, paris green, india ink, plaster of paris, brussels sprouts.*

Capitalize *State* when it means one of the States of the Union. Capitalize *Federal* when it pertains to the United States Government. *Government* is

capitalized when it means our present Federal Government or that of any other specified country.

Capitalize the commonly used short form of a proper name; as the *Monument*, meaning the Washington Monument in Washington.

Capitalize combinations such as *State and War Departments*, *Potomac and James Rivers*, *British and French Governments*.

Capitalize the first word and all important words in the short or popular titles of acts (Federal, State, or foreign): *Revenue Act of 1926*, *Bankhead Act*, *Classification Act*, but lower-case act by itself and in descriptive phrases such as *revenue act*, *act of 1926*, *the act*.

When capitalizing the titles of books, chapters, and the like, lower-case the articles *a*, *an*, and *the*, and prepositions and conjunctions if containing less than four letters, but capitalize both words of an infinitive. Always capitalize the first word of a title.

A common noun used with a date, number, or letter to denote time or sequence or merely for record, reference, or temporary convenience should not be capitalized. Such expressions as *page 4*, *article 1*, *book II*, *twentieth century*, and *war of 1914* are lower-cased.

Capitalize *Congress*, *Senate*, *House*, and *Committee* (when referring to a specific congressional committee). These are short forms of the name.

Capitalize: the *Department of Agriculture*, the *Department* (short form), *Bureau of Dairy Industry*, the *Bureau* (short form). Do not capitalize names used in a general sense, as, *a bureau*, *divisions*, *branches*, *departments*, *a department clerk*, etc.

Capitalize the word *the* (or its equivalent in a foreign language) used as an essential part of a proper name or title. In common practice this rule is disregarded in reference to newspapers, periodicals, vessels, airships, trains, and firm names. Examples:

The Adjutant General, The National Archives, The Howard University, the Times, the Atlantic Monthly, the Federal Express, the Yankee Clipper, the U-3, the National Photo Co., the National Archives building, etc.

Capitalize the first word of a direct quotation. He said, "*Do not write.*"

Capitalize the first word following an enacting or resolving clause. The first word following "Whereas" in resolutions, contracts, etc., is not capitalized.

Resolved, That the . . . Resolved further, That . . .
Whereas the constitution provides . . . Be it enacted, That . . .

Other examples of capitalization:

The Southeastern States, southeastern Ohio, the West, the Midwest, the Middle West, the South, the Badlands, the Gulf States, northern Europe, southern Georgia, the eastern half of the United States, eastern United States, North Central States, north-central group of States, the Far East (the Orient), the far West (U. S.), Lower California, lower Rio Grande Valley, the East, the Orient, the Tropics, eastern, oriental, tropical,

the Eastern Shore (of Chesapeake Bay), the East Side (of a city), the Continent (of Europe); States, Territories, and possessions.

United States Army, the Army, Army officer, Army band, *but* army shoe, General Lee's army, Grant's army, the Infantry, infantryman, Sixty-ninth Regiment, the regiment, the brigade, Regular officer, Reserve officer, the Air Service, the Service, the Navy, Navy officer, *but* navy yard, navy officer, naval station (standing alone), armed services, service men.

ABBREVIATIONS

Abbreviations are not used often in letters. To save space, however, certain abbreviations are generally employed in scientific, technical, and industrial contexts.

Usually abbreviations follow the capitalization, spacing, and hyphenation of the words abbreviated, as *c. o. d.*, *Ph. D.*, and *ft.-lb.*, and are followed by periods. (In land descriptions the periods are omitted after abbreviations of compass directions.)

The abbreviations of some well-known Government agencies, such as the Soil Conservation Service and Tennessee Valley Authority, take the form of symbols, SCS and TVA, with the periods and spaces omitted. Customarily the name is spelled in full the first time it is mentioned and is abbreviated thereafter.

If an abbreviation comes at the end of a sentence no further period is needed.

An abbreviation should never be divided at the end of a line.

Discriminate in the use of *etc.*

For use of abbreviations in addresses and salutations, see chapter 4.

The following are abbreviations used by the Army and the Navy:

<i>Army</i>	
General-----	Gen.
Lieutenant General-----	Lt. Gen.
Major General-----	Maj. Gen.
Brigadier General-----	Brig. Gen.
Colonel-----	Col.
Lieutenant Colonel-----	Lt. Col.
Major-----	Maj.
Captain-----	Capt.
Lieutenant-----	Lt.
<i>Navy</i>	
Admiral-----	Adm.
Vice Admiral-----	Vice Adm.
Rear Admiral-----	Rear Adm.
Commodore-----	Commo.
Captain-----	Capt.
Commander-----	Comdr.
Lieutenant Commander-----	Lt. Comdr.
Lieutenant-----	Lt.
Lieutenant, junior grade-----	Lt. (jg.)
Ensign-----	Ens.

The following are approved abbreviations of names of States and Territories (Alaska, Idaho, Iowa, Maine, Ohio, and Utah are never abbreviated):

Ala.	Colo.	Ga.	La.
Ariz.	Conn.	Ill.	Md.
Ark.	Del.	Ind.	Mass.
Calif.	D. C.	Kans.	Mich.
C. Z.	Fla.	Ky.	Minn.

Miss.	N. Y.	P. R.	V. I.
Mo.	N. C.	R. I.	Vt.
Mont.	N. Dak.	S. C.	Va.
Nebr.	Okla.	S. Dak.	Wash.
Nev.	Oreg.	T. H.	W. Va.
N. H.	Pa.	Tenn.	Wis.
N. J.	P. I.	Tex.	Wyo.
N. Mex.			

For abbreviations of administrations, bureaus, and offices, see the current telephone directory of the Department on page 4 of cover.

WORD DIVISION

End-of-line division of words should be avoided wherever possible, particularly in headings and addresses. A necessary division should be made on the proper syllable, and with enough of the word at the end of the line to suggest the whole word. Correct pronunciation is a guide to syllabication, just as the division of words into syllables is an aid to pronunciation. But do not depend on your ear, for you may write "atten-dance" instead of "attend-ance." Check the doubtful word in Webster's New International Dictionary or in Syllabication, a booklet prepared by the Government Printing Office as an appendix to its Style Manual.

Observe these rules:

1. Do not divide monosyllables or short two-syllable words.

2. A word should not be divided on a single letter, or, if it is possible to avoid it, on two letters, either the first two or the last two.
3. Hyphenated words should be divided at the hyphen.
4. Avoid if possible the division of words at the end of more than two consecutive lines.
5. The last word on a page and the last word of the last full line of a paragraph are not divided.
6. Abbreviations, contractions, and figures should not be divided; figures, letters, and symbols should not be separated from the words they qualify.
7. Initials of a name should not be divided, and preferably they should not be separated from the surname. Titles such as Dr. and Mrs. should not be separated from the names.
8. Dates should be divided between the day and the year, if necessary; not between the month and day.

ROUGH DRAFTS

Rough drafts are double-spaced. Indentions of five spaces show paragraphs. A rough draft of a letter or report circulated for preliminary approval should show the date of preparation and should be initialed by each person who handles it, particularly to identify revisions. This initialed copy should be kept in the files.

Drafts of manuscripts for printing by the Government should follow the rules of the Government Printing Office. These manuscripts should be double-spaced. Tables should be prepared on separate sheets. A paragraph should not be divided at the bottom of a page—that is, part of a paragraph should not be carried over to the next page.

PROOFREADER SYMBOL

Corrections should be marked on the margins of a proof sheet opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

Corrections in proofs read by authors or department readers must be indicated as follows:

⊙ Period	<i>tr</i> Transpose
, Comma	— or <i>stat</i> Let it stand
= Hyphen	<i>3</i> Dele—take out
:	⊙ Broken letter
;	<i>¶</i> Paragraph
' Apostrophe	<i>No ¶</i> No paragraph
<i>W</i> / <i>12</i> Quotations	<i>wf</i> Wrong font
□ Em quadrat	<i>✓</i> or <i>eq. #</i> Equalize spacing
<i>1</i> / <i>m</i> One-em dash	<i>≡</i> or <i>caps.</i> Capitals
<i>2</i> / <i>m</i> Two-em parallel dash	<i>=</i> or <i>s.e.</i> Small capitals
⌒ Push down space	<i>l.e.</i> Lower case
○ Close up	<i>✓</i> or <i>1</i> Superior or inferior
✓ Less space	— or <i>ital.</i> Italic
^ Caret—left out, insert	<i>rom.</i> Roman
<i>9</i> Turn to proper position	<i>[]</i> Brackets
# Insert space	<i>()</i> Parentheses
<i>E</i> or <i>]</i> Move to left or to right	
<i>∩</i> or <i>∪</i> Move up or move down	

TYPOGRAPHICAL ERRORS

6:72. ital. caps

a.c. ~~It does not appear that the earliest printers had~~ *e*
~~any method of correcting errors before the form~~ *11 ✓*
~~was on the press.~~ *o/* The learned ~~The learned~~ *11 ✓*
~~correctors of the first two centuries of printing were~~ *#/*
~~not proofreaders in our sense; they were rather~~ *not*
~~what we should term office editors.~~ *l/* Their labors
~~were chiefly to see that the proof corresponded to~~
~~the copy, but that the printed page was correct~~
~~in its latinity; that the words were there, and~~ *stat.*
~~that the sense was right.~~ *3/* They cared ~~but~~ *3/* little
~~about orthography, bad letters, or purely printer's~~
~~errors, and when the text seemed to them wrong~~
~~they consulted fresh authorities or altered it on~~
~~their own responsibility.~~ *not #* Good proofs, in the *in*
~~modern sense, were impossible until professional~~
~~readers were employed; men who had first a~~ *tr.*
~~printer's education, and then spent many years~~

UNDERSCORING

Underscoring is used in manuscript to indicate italics in printing, and in general work to emphasize words and phrases or to differentiate such expressions from ordinary usage or from the rest of the text. Underscoring is usually unnecessary in letters.

TABULATIONS

Tabulations should not be typed in the body of a letter unless they are very small. They should be set up as an enclosure and at least one copy should be provided for the files of the letter. Follow instructions for tabulations in the G. P. O. Style Manual.

COPYING

The word COPY should be typed at the top of the first page of every letter or paper copied. Important parts of the letterhead should be copied. Copies should be carefully compared with the original text.

Copies of letters should not call attention to errors in spelling or grammar. Use the actual phrasing of the letter but copy it with the words spelled correctly. Or quote the letter; or forward the original and keep the copy in the files. Consult your supervisor.

If correction of a misleading error is made, or an omission is supplied, insert the correction in brackets. Unless a correction or supplied omission is known to be exact, follow it with a question mark in parentheses.

Copies of papers for certification should follow literally the original text.

Text that is omitted from copy should be indicated by marks of ellipsis. If an ellipsis occurs in the original text this should be shown in any copy, whether for certification or otherwise, by reference sign at the end of the ellipsis and a bracketed footnote at the end of the page, reading:

[The marks of ellipsis appeared in the original copy.]

In copying a paper with a signature, type the name. It is necessary to insert the word *Signed* or *s/*.

XV. LIST OF REFERENCES

(Available in the Department Library if call numbers are indicated)

English Usage

COLLEGE HANDBOOK OF COMPOSITION. Edwin C. Woolley . . . Franklin W. Scott. Ed. 4, 444 pp. Boston, D. C. Heath and Company, 1943. 200 W88C

CROWELL'S DICTIONARY OF ENGLISH GRAMMAR AND HANDBOOK OF AMERICAN USAGE. Maurice H. Weseen. 703 pp. New York, T. Y. Crowell Co., 1939. 200 W51

ENGLISH REVIEW GRAMMAR. Walter Kay Smart. Ed. 4, 274 pp. New York, F. S. Crofts & Co., 1942. 200 Sm2E

A GRAMMAR OF LIVING ENGLISH. George Harley McKnight, Tom Burns Haber, and W. Wilbur Hatfield. 304 pp. New York, American Book Company, 1939

ROGET'S INTERNATIONAL THESAURUS OF ENGLISH WORDS AND PHRASES in Dictionary Form. C. O. Syl-

vester Mawson. 857 pp. New York, T. Y. Crowell Co., 1938. 200 R63Mi

SELF-AIDS IN THE ESSENTIALS OF GRAMMATICAL USAGE. L. J. O'Rourke. Washington, Educational and Personnel Publishing Company, 1939. 200 Or6

WEBSTER'S DICTIONARY OF SYNONYMS. 907 pp. Springfield, Mass., G. & C. Merriam Co., 1942. 200 W39Sy

WRITING EFFECTIVE USDA LETTERS. Washington, U. S. Department of Agriculture, Office of Personnel, Division of Training. 1.917 T2W931

Stylebooks

THE COMPLETE DESK BOOK. C. O. Sylvester Mawson and John William Robson. 374 pp. New York, T. Y. Crowell Co., 1939. 200 M44C

Partial Contents: Misuses of Grammar, Abbreviations, the Researcher's Sourcebooks, Transliterations and Foreign Languages, Preparing an Index, Mechanical Essentials of Preparing Manuscript, and the Craft of Reading Proof.

THE SECRETARY'S HANDBOOK: A MANUAL OF CORRECT USAGE. Sarah Augusta Taintor and Kate M. Munro. Ed. 5, 512 pp. New York, Macmillan Co., 1939. 200.3 T13s

Chapters VI-XV: The Framing of Petitions, the Writing of Minutes, the Framing of Resolutions, the Framing of Constitutions, the Writing of Reports, the Preparation of Manuscripts, Compiling a Bibliography, Proofreading, Making an Index, Rules for Alphabetical Filing, Sources of Information Useful to Secretaries.

STANDARD HANDBOOK FOR SECRETARIES. Lois Irene Hutchinson. Ed. 4. New York and London, McGraw-Hill Book Company, Inc., 1936. 200.3 H97

UNITED STATES GOVERNMENT PRINTING OFFICE STYLE MANUAL. 435 pp. Washington, U. S. Government Printing Office, 1945. 238 Un3Gs

Dictionaries and Wordbooks

THE DICTIONARY COMPANION. C. O. Sylvester Mawson. 479 pp. Garden City, N. Y., Doubleday, Doran & Co., Inc., 1932. 200 M44

Discusses word endings, plurals, the apostrophe and the possessive, pronunciation, word division, compounds, and derivations, and compares preferences of six dictionaries.

SYLLABICATION. (Appendix to Government Printing Office Style Manual.) Ed. 3, 105 pp. Washington, U. S. Government Printing Office, 1942. 238 Un3Gs Appendix

WEBSTER'S COLLEGIATE DICTIONARY. Ed. 5. (The largest abridgement of Webster's New International Dictionary.) 1274 pp. Springfield, Mass., G. & C. Merriam Co., 1941. 200 W39C

Appendixes: Abbreviations Used in Writing and Printing, Arbitrary Signs and Symbols, Pronouncing Gazetteer, Pronouncing Biographical Dictionary, . . . Foreign Words and Phrases, . . . Colleges and Universities in the United States and Canada . . .

WEBSTER'S NEW INTERNATIONAL DICTIONARY OF THE ENGLISH LANGUAGE. Ed. 2, unabridged. 3210 pp. Springfield, Mass., G. & C. Merriam Co., 1941. 200 W39N

Directories and miscellaneous reference books

CONGRESSIONAL DIRECTORY. Current ed. Washington, U. S. Government Printing Office. 148.2 D62

DIRECTORY OF FEDERAL AND STATE DEPARTMENTS AND AGENCIES [STATE]. 48 pts. [Processed.] 173.2 N212Df

Issued by State divisions of the U. S. Office of Government Reports, Washington, D. C., for each of the 48 States. Only latest revised edition kept by the Library.

EASIER TYPING. U. S. Dept. Agr. Admin. Ser. 1, 19 pp. Washington, 1943. Illustrated instructions on short cuts and devices in typing and on the care of the typewriter. 1 P432A

INTERNATIONAL BOOK OF NAMES. (A dictionary of the more difficult proper names in literature, history, philosophy, religion, art, music, and other studies, together with the official form and pronunciation of the names of present-day celebrities and places throughout the world.) C. O. Sylvester Mawson. 337 pp. New York, T. Y. Crowell Co., 1942. 200 M44I

OFFICIAL GUIDE OF THE RAILWAYS AND STEAM NAVIGATION LINES OF THE UNITED STATES, PUERTO RICO, CANADA, MEXICO, AND CUBA. (Also time-tables of railroads in Central America. Air-line schedules.) New York, The National Railway Publication Co. Published monthly. 289.29 O

A HANDBOOK FOR YOUR INFORMATION. U. S. Dept. Agr. Misc. Pub. 690, Washington. Revised 1949. 1 Ag84M

Employee duties and privileges, Department activities for the employee, pay checks and retirement, annual and sick leave, and items of interest to new employees.

UNITED STATES GOVERNMENT MANUAL. Current ed. Washington, U. S. National Archives. 173.2 N212U

Issued three times a year. A reference book of information on the organization and functions of the departments and agencies of the Federal Government.

UNITED STATES OFFICIAL POSTAL GUIDE. (Domestic Postal Service, including international money order business.) Current ed. Washington, U. S. Post Office Dept. 155 Un3

WORKERS IN SUBJECTS PERTAINING TO AGRICULTURE IN LAND-GRANT COLLEGES AND EXPERIMENT STATIONS, 1944-45. U. S. Dept. Agr. Misc. Pub. 556, 164 pp. Washington, 1945. 1 Ag84M

THE WORLD ALMANAC AND BOOK OF FACTS. New York, World-Telegram. Published yearly. 250 W89

MEMBERS OF THE STYLE MANUAL COMMITTEE

DAN M. BRAUM, *Chairman*, Pers.
CHARLINE LYNCH, *Editor*, Pers.
FLORENCE HAMILTON, *Associate Editor*, SCS
EULA L. ADAMS, OFAR
ELMO B. BRYAN, B&F
LINWOOD DONALDSON, P&O

MARY HALL, PMA
HERSHEL JONES, Sec.
EDITH LUNDSTROM, AIC
ELIZABETH PURYEAR, FS
CORRINNE SUTTON, REA

The committee acknowledges the fine assistance received from:

ERNEST J. HAYES, Sec.
ANDREW T. RADIGAN, Sec.
WILLIAM S. HARRIS, Sec.

CARL R. SAPP, B&F
CHARLES G. MANLEY, P&O

STANDARD LIST OF AGENCY ABBREVIATIONS

AGENCIES	ABBREVIATIONS
Agricultural Economics, Bureau of.....	BAE
Agricultural Research Administration.....	ARA
Agricultural and Industrial Chemistry, Bureau of.....	ARA-AIC
Agricultural Research Center.....	ARA-ARC
Animal Industry, Bureau of.....	ARA-BAI
Dairy Industry, Bureau of.....	ARA-BDI
Entomology and Plant Quarantine, Bureau of.....	ARA-EPQ
Experiment Stations, Office of.....	ARA-OES
Human Nutrition and Home Economics, Bureau of.....	ARA-HNHE
Plant Industry, Soils and Agricultural Engineering, Bureau of.....	ARA-PISAE
Budget and Finance, Office of.....	B&F
Commodity Credit Corporation.....	CCC
Commodity Exchange Authority.....	CEA
Extension Service.....	Ext.
Farm Credit Administration.....	FCA
Farmers Home Administration.....	FHA
Federal Crop Insurance Corporation.....	FCIC
Foreign Agricultural Relations, Office of.....	FAR
Forest Service.....	FS
Information, Office of.....	Inf.
Library.....	Lib.
Personnel, Office of.....	Pers.
Plant and Operations, Office of.....	P&O
Production and Marketing Administration.....	PMA
Administrator, Office of.....	PMA-ADM
Agricultural Conservation Programs Branch.....	PMA-ACP
Audit Branch.....	PMA-AUD
Budget and Management Branch.....	PMA-B&M
Compliance and Investigation Branch.....	PMA-C&I
Cotton Branch.....	PMA-COT
Dairy Branch.....	PMA-DAI
Fats and Oils Branch.....	PMA-F&O
Fiscal Branch.....	PMA-FIS
Food Distribution Programs Branch.....	PMA-FDP
Fruit and Vegetable Branch.....	PMA-F&V
Grain Branch.....	PMA-GRN
Information Branch.....	PMA-INF
Livestock Branch.....	PMA-LIV
Marketing Facilities Branch.....	PMA-MFB
Marketing Research Branch.....	PMA-MRB
Poultry Branch.....	PMA-POU
Price Support and Foreign Supply Branch.....	PMA-PSF
Shipping and Storage Branch.....	PMA-S&S
Sugar Branch.....	PMA-SUG
Tobacco Branch.....	PMA-TOB
Rural Electrification Administration.....	REA
Secretary, Office of.....	Sec.
Soil Conservation Service.....	SCS
Solicitor, Office of.....	Sol.

